



MALAWI ELECTORAL COMMISSION

VACANCY

DEPUTY CHIEF ELECTIONS OFFICER (OPERATIONS)

The Malawi Electoral Commission (the “Commission”) is a body corporate created under Section 75(1) of the Constitution of the Republic of Malawi, to supervise, direct and preside over the conduct of all elections in Malawi under the Presidential, Parliamentary and Local Government Elections Act, 2023 and the Referendum Act of 2017.

In accordance with Section 13(1) of the Malawi Electoral Commission Act, the Commission seeks to appoint a suitably qualified person with relevant experience to be the *Deputy Chief Elections Officer (Operations)* through an open, transparent and competitive process. The person so appointed shall hold office for a period of **five years** and shall be eligible to be re-appointed as Deputy Chief Elections Officer (Operations) for a further period of **five years**.

The Commission is, therefore, inviting interested and qualified candidates to submit their applications for the post to the addresses below.

Responsible to

Chief Elections Officer

Responsible for

- 1) Director of Electoral Services
- 2) Director of Civic and Voter Education



3) Warehouse and Logistics Manager

Key Roles and Responsibilities of the Position

The Deputy Chief Elections Officer (Operations) shall be responsible for carrying out such duties as may be assigned to him or her from time to time by the Chief Elections Officer. In addition the duties of the Deputy Chief Elections Officer (Operations) shall include the following:

- 1) Administer and oversee the effective management of the entire electoral process;
- 2) Direct and oversee the development, implementation, and monitoring of election logistics plans to ensure the timely procurement, distribution, deployment, and retrieval of electoral materials and equipment;
- 3) Oversee the development, implementation, and evaluation of civic and voter education strategies and programmes to promote informed participation in the electoral process;
- 4) Plan, direct, coordinate, and monitor all election-related activities through Regional and District Offices to ensure effective implementation of electoral programmes and operations;
- 5) Oversee the implementation and management of all electoral programmes, including the establishment, maintenance, updating, and safeguarding of an accurate, credible, and reliable voters' register;
- 6) Oversee the provision, management, and security of warehousing facilities for the storage, custody, transport logistics and distribution of electoral materials, equipment, and supplies; and
- 7) Maintain effective coordination and regular communication with the Chief Elections Officer on all phases of the electoral process, providing progress updates, operational advice, and recommendations on emerging issues.

30 SEP 2026
Private Bag 113 Lilongwe

Requisite Academic Qualifications and Experience

- 1) Must possess a Master's Degree in Social Sciences, Economics, Finance, Business Administration, Political Science, Public Administration, Project Management, or a related field from an accredited and recognized institution of higher learning.
- 2) Must have a minimum of ten (10) years' experience at senior management or executive level.
- 3) Candidates with experience in the management and administration of elections at a senior level shall have an added advantage.

Other Important Personal Attributes

The candidate must:

- 1) be a person of integrity, impartiality, with the ability to maintain political neutrality.
- 2) demonstrate sound judgment, emotional maturity, and strong analytical and critical thinking skills.
- 3) possess strong leadership and interpersonal skills.
- 4) be able to perform effectively under pressure and in demanding environments.
- 5) possess excellent oral, written, presentation, and stakeholder engagement skills, with the ability to communicate effectively with a wide range of audiences.
- 6) be not more than 55 years old.

Mode of Application

Interested candidates should submit the following:



1. Written application with brief details on the suitability of the candidate;
2. Up-to-date Curriculum Vitae;
3. Names of three traceable and responsive referees; and
4. Certified copies of academic certificates.

Application must be clearly marked on the envelope “*Application for the Post of Deputy Chief Elections Officer (Operations)*” and submitted physically to the following address not later than 16th October 2026:

The Chairperson
Malawi Electoral Commission
Chisankho House
City Centre
Private Bag 113
Lilongwe

or

Email: chairperson@mec.org.mw

Only shortlisted candidates will be acknowledged.

Important Notice

The Malawi Electoral Commission is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.

