



OUR TOBACCO OUR ECONOMY

JOB VACANCIES

THE ORGANISATION

The Tobacco Commission is a statutory corporation established by an Act of Parliament, the Tobacco Industry Act No. 5 of 2024. The major function of the institution is to regulate and promote the development of the tobacco industry in Malawi.

To ensure that its mandate is carried out effectively and efficiently, the Tobacco Commission invites applications from suitably qualified individuals to fill the following vacancies:

1. JOB TITLE : LEGAL OFFICER (GRADE TC 3)

LOCATION : HEAD OFFICE IN LILONGWE

REPORTING TO : DIRECTOR OF CORPORATE SERVICES

JOB FUNCTION

Provide legal services to the Tobacco Commission in litigation cases, transactions related issues and matters relating to institutional and regulatory framework.

DUTIES AND RESPONSIBILITIES:

1. Provide expert advice to TC Management on all matters of legal nature;
2. Review all contracts and Memoranda of Understanding that TC enters into with any individual, group of individuals or organization;
3. Undertake all legal work required to prepare, formalize and execute contracts and other related transactions;
4. Participate in negotiations with prospective consultants that are engaged in high value or complex assignments and ensure that legal matters are properly dealt with on behalf of the Commission;
5. Assist the Commission in reviewing the contents of all contracts involving the procurement of high value goods and provide relevant advice on critical contract obligations by all concerned parties;
6. Represent the Commission in all legal cases and court matters;
7. Undertake all other legal tasks assigned as needed for the implementation of the Commission's mandate.

QUALIFICATIONS

The desired candidate must meet the following requirements:

1. Have a minimum of a Bachelor's Degree in Law (LLB) and fully qualified to plead before the High Court of Malawi;
2. Must have at least five (5) years of professional commercial and administrative legal experience. Those with higher qualifications will have an added advantage.

2. SENIOR TOBACCO REGULATORY OFFICER (AGRICULTURE LABOUR PRACTICES) (GRADE TC 5)

LOCATION : HEAD OFFICE IN LILONGWE

REPORTING TO : REGULATORY AND ENFORCEMENT MANAGER

JOB FUNCTION

The Senior Tobacco Regulatory Officer (Agriculture Labour Practices) will be responsible for coordinating and consolidating the tobacco industry and other stakeholders on the labour related strategies put in place by the International Labour Organization (ILO).

DETAILED DESCRIPTION OF KEY DUTIES AND RESPONSIBILITIES

1. Coordinates the various efforts by industry stakeholders in addressing labour issues in tobacco production and marketing;
2. Prepares work plans outlining activities in line with agriculture labour practices;
3. Commissions child labour surveys and self-assessments in the tobacco industry;
4. Analyses the results from child labour surveys and self-assessments, liaises with various institutions, including Government and NGOs, in tackling issues of non-compliance to good agriculture labour practices in the tobacco sub sector;
5. Develops proposals on funding for the implementation of anti-child labour initiatives;
6. Works with appropriate agencies such as NGOs to ensure the rehabilitation of children withdrawn from child labour;
7. Provides reports on developments and public sentiments, both on the local and international scenes, relating to agriculture labour practice issues;
8. Takes a leading role in building and maintaining a child labour database;

9. Consolidates Agriculture Labour Practices (ALP) initiatives by industry stakeholders;
10. Produces agriculture labour practice related reports;
11. Works with the Tobacco Commission Public Relations Officer (PRO) in disseminating / publicizing information on labour issues in tobacco.

MINIMUM ACADEMIC & PROFESSIONAL QUALIFICATIONS AND EXPERIENCE:

The candidate must possess a Bachelor's Degree in Agriculture / Community Development / Social Science or equivalent qualification with at least three (3) years working experience within Tobacco Industry in similar role.

3. PROCUREMENT OFFICER (GRADE TC6)

LOCATION : HEAD OFFICE IN LILONGWE

REPORTING TO : PRINCIPAL PROCUREMENT OFFICER

JOB PURPOSE

To provide procurement services

KEY DUTIES AND RESPONSIBILITIES

- a) Sourcing quotations in accordance with Government approved procedures;
- b) Processing relevant procurement documents including bid documents and maintaining records appropriately;
- c) Participating in specifications and bids preparation;
- d) Initiating the preparation and implementation of procurement plans;

- e) Collecting and organizing data for the preparation of procurement plans;
- f) Drafting debriefing correspondences;
- g) Conducting procurement surveys;
- h) Participating in low- value supplier performance evaluations as regards delivery, quality, price adjustments and conduct of account with the Commission;
- i) Updating approved supplier list.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS/EXPERIENCE

- CIPS Advanced Diploma or Bachelor's Degree in Procurement or related field
- Member of MIPS

At least Four (4) year practical experience in related fields.

4. SYSTEMS DEVELOPER (GRADE TC 6)

LOCATION : HEAD OFFICE IN LILONGWE

REPORTING TO : PRINCIPAL SYSTEMS DEVELOPER

JOB FUNCTION

The Systems Developer will be responsible for designing, developing and maintaining software applications that help the Tobacco Commission to achieve its goals and meet the needs of the users.

DETAILED DESCRIPTION OF KEY DUTIES AND RESPONSIBILITIES

1. Maintains a rational business system that should provide back office processes and services;
2. Investigates, analyses reported incidents and service requests for Tobacco Commission business applications based on priorities;

3. Makes recommendations for suitable computer applications that are easy to use, accessible, integrated and highly effective to enable business simplification whilst adopting best practices and ensuring an acceptable total cost of ownership;
4. Liaises with internal and external systems support service providers and documenting resolutions taken to resolve problems;
5. Carries out routine monitoring, testing, maintenance and ongoing fault rectification of the Tobacco Commission's business systems and hardware;
6. Updates systems administration documentation;
7. Tests procedures and outcomes and knowledge base articles to a level that enables system operation continuity;
8. Provides first line support and guidance on business systems to both internal and external users;
9. Facilitates system related training programs;
10. Initiates the development and delivery of business process improvement, minor and major change projects in accordance with user requests;
11. Performs software upgrades, patches and reconfigurations;
12. Administers applications and keeps note of market developments and releases of systems as business needs change or develop.

MINIMUM ACADEMIC & PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

The candidate must possess a Bachelor's Degree in Computer Science / Information Science or equivalent qualification with at least two (2) years of working experience at Assistant ICT Officer level;

5. DATABASE SYSTEMS ADMINISTRATOR (GRADE TC 6)

LOCATION : **HEAD OFFICE IN LILONGWE**

REPORTING TO : **PRINCIPAL SYSTEMS DEVELOPER**

JOB FUNCTION

The Database Systems Developer will be responsible for providing ICT services to the Tobacco Commission.

DETAILED DESCRIPTION OF KEY DUTIES AND RESPONSIBILITIES

1. Manages and maintains Tobacco Commission's databases to ensure minimal down times;
2. Designs and implements database systems to meet user requirements;
3. Maintains data security and user integrity;
4. Performs complex technical, analytical and professional services involving development for specific needs like report generation, data capture and validation, data analysis;
5. Advises management on database administration tools requirements;
6. Designs backup processes for server and associated data and establishing disaster recovery protocol;
7. Monitors and evaluates effectiveness of data analysis models and procedures;
8. Configures database servers;
9. Creates and assigns user accounts and security levels respectively;
10. Coaches and supports Tobacco Commission's staff on the management of database and other information systems; newly developed computer applications.

MINIMUM ACADEMIC & PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

The candidate must possess a Bachelor's Degree in Computer Science / Information Science or equivalent qualification with at least two (2) years of working experience in ICT;

PERSONAL SPECIFICATIONS

The candidates must demonstrate the following specifications:

1. Knowledge in computer systems, computer applications and operating systems;
2. Experience of developing management information and communications systems;
3. Excellent interpersonal skills;
4. Proficient in Microsoft Office suite or related software;
5. Good communication abilities.

6. ICT USER SUPPORT TECHNICIAN (GRADE TC 7)

LOCATION: HEAD OFFICE / LILONGWE / LIMBE / KASUNGU / MZUZU

JOB FUNCTION

To provide technical support to User of Computer by trouble shooting hardware, networks, and software issues within the Commission.

DETAILED DESCRIPTION OF KEY DUTIES AND RESPONSIBILITIES

1. Ensures the smooth operation of ICT infrastructure;
2. Prepares ICT hardware and software support reports;
3. Serves as the first point of contact for IT support within the Commission;
4. Installs, configures and maintains software and hardware components of computer and network systems;
5. Diagnoses and troubleshoots software and hardware issues;
6. Repairs and replaces damaged computer and network components;
7. Ensures the security of client and server computers by installing and upgrading antivirus and firewall software;
8. Supports Commission staff whenever they encounter challenges with computers and network devices;

9. Maintains and updates technical support documentation regularly;
10. Tests new hardware and software before full-scale installation.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

Diploma in Computer Science/Information Science or equivalent qualification. At least 1 year working experience in ICT Systems Support.

PERSONAL SPECIFICATIONS

The post requires a person who must have/be:

- Knowledge in computer systems, computer applications and operating systems
- Excellent interpersonal skills
- Proficient in Microsoft Office suite or related software
- Good communication abilities

7. CASHIER (GRADE TC 8) – FOUR (4) POSITIONS

LOCATION :HEAD OFFICE / LILONGWE / LIMBE / KASUNGU / MZUZU

REPORTING TO :FINANCIAL ACCOUNTANT

JOB FUNCTION

The cashier will be responsible for the provision of accounting services.

DETAILED DESCRIPTION OF KEY DUTIES AND RESPONSIBILITIES

1. Checks, prepares and assigns payment vouchers and other security documents;
2. Administers signatures in the dispatch register by beneficiaries;
3. Maintains cashbook;
4. Balances and updates ledgers and revenue schedules;
5. Receives revenue and issuing receipts
6. Maintains and disburses petty cash;

7. Makes bank deposits and withdrawals;
8. Undertakes all other financial and accounting tasks assigned as needed for the implementation of the Tobacco Commission's mandate;
9. Maintains reconciliation statements;
10. Compiles payment vouchers;
11. Maintains ledgers, creditors and debtors register.

MINIMUM ACADEMIC & PROFESSIONAL QUALIFICATIONS & EXPERIENCE

The candidate must possess a Diploma in Accounting OR Finance, with one-year experience in a related field.

METHOD OF APPLICATION

Interested persons with the specified qualifications and experience should submit their applications under confidential by post enclosing copies of certificates and a detailed curriculum vitae with names and contact details of **three traceable** referees by **Monday 1st May, 2026** to:

**The Chief Executive Officer
Tobacco Commission
P.O. Box 40045
Kanengo
LILONGWE 4**

Only **shortlisted** applicants will be acknowledged.