



OUR TOBACCO OUR ECONOMY

VACANCY ANNOUNCEMENT: SENIOR MANAGEMENT POSITIONS

A. INTRODUCTION

The Tobacco Commission (TC) is a statutory body mandated to regulate, supervise, and promote the development of the tobacco industry in Malawi. As the country's single largest export earner, the tobacco sector plays a pivotal role in the national economy. In line with the Commission's strategic plan to enhance operational efficiency, strengthen regulatory oversight, and improve service delivery across the tobacco value chain, vacancies have arisen in two critical directorship positions.

The Commission is, therefore, seeking to fill the posts of Director of Technical Services and Director of Human Resources and Administration, which have become vacant due to retirement and internal career progression of the previous office holders.

These appointments are essential to ensure continuity of leadership, effective execution of the Commission's mandate, and alignment with emerging industry dynamics and government policies on parastatal reforms. In pursuit of operational excellence and strategic realignment, the Commission seeks to recruit highly motivated, experienced, and results-oriented professionals to fill the following senior management positions. The Commission is committed to attracting top talent to drive efficiency, innovation, and good corporate governance.

Therefore, applications are invited from suitably qualified, dynamic, and results-oriented individuals of high integrity to fill the following senior management positions at the Tobacco Commission Headquarters:

- 1. DIRECTOR OF TECHNICAL SERVICES - GRADE TC 2**
- 2. DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION - GRADE TC 2**

Both positions report directly to the Chief Executive Officer and offer a competitive, negotiable performance-related contract for three (3) years, including attractive salary and gratuity benefits commensurate with the role's seniority and the candidate's qualifications.

POSITION 1: DIRECTOR OF TECHNICAL SERVICES

Job Function:

To ensure effective and efficient management of the Commission's technical and operational functions, and to provide leadership and direction to the Department of Technical Services.

Key Responsibilities (among others):

- (i) Provide leadership and direction to the Technical Services Department.
- (ii) Oversee registration and licensing of tobacco growers, sellers, buyers, exporters, auction floor operators, and commercial graders.
- (iii) Coordinate the timely production of tobacco crop estimates and review of minimum prices.
- (iv) Develop regulations for growers, transporters, and graders.
- (v) Promote international and regional cooperation through the T-5 countries and collaborative agreements on illicit trade.
- (vi) Supervise classification of tobacco, arbitration between sellers and buyers, and inspection of packed export tobacco.
- (vii) Collect, compile, and disseminate tobacco statistics and prepare reports.
- (viii) Set performance goals, monitor, and evaluate departmental staff.
- (ix) Ensure close linkages with all organizations within the tobacco industry.

Qualifications:

- Bachelor's Degree in Agriculture, Agricultural Economics, Economics (Social Science) from accredited academic institutions.
- Master's Degree in Agriculture and Economics from accredited academic institutions from accredited academic institutions.
- Minimum ten (10) years of working experience in tobacco production and marketing, with at least seven (7) years at a managerial level in a reputable organization.

Person Specifications:

- i. Mature, highly diplomatic, able to manage hostilities.
- ii. In-depth knowledge of the agriculture sector and specifically the tobacco

industry.

- iii. Excellent interpersonal and communication skills.
- iv. High level of professionalism and integrity.
- v. Highly computer literate with working knowledge of Microsoft applications.
- vi. Strong leadership and managerial competencies.

POSITION 2: DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION

Job Function:

To oversee all Human Resource and Corporate Management policies, strategies, and plans for the Commission, ensuring effective implementation and achievement of strategic objectives.

Key Responsibilities (among others):

- i. Direct and guide HR and Administration in line with the law and Government policy.
- ii. Formulate, schedule, and implement departmental work plans.
- iii. Coordinate allocation and effective use of human and material resources.
- iv. Conduct HR analysis, staff performance appraisals, and maintain an up-to-date staff database.
- v. Formulate social welfare policies and ensure legal compliance.
- vi. Serve as Secretary to the Board of Directors and Sub-Committees.
- vii. Develop policies for attracting, retaining, and motivating employees.
- viii. Oversee recruitment, training, disciplinary procedures, and grievance handling.
- ix. Manage procurement (in line with Public Procurement Act), asset inventory, and fleet management.

Qualifications:

- Bachelor's Degree in Human Resources Management/ Public Administration from accredited academic institutions.
- Master's Degree in Human Resources Management, Business Administration, or Public Administration from accredited academic institutions.

- Minimum of six (6) years of post-qualification experience at senior management level, with at least seven years' verifiable experience in corporate HR practice at senior level.
- Must have knowledge of performance measurement systems and government systems/procedures.

Person Specifications:

- i. Strong leadership, integrity, and professionalism.
- ii. Excellent interpersonal and communication skills.
- iii. Strategic thinker with the ability to implement policies effectively.
- iv. Computer literate with strong Microsoft application skills.

Application Procedure

Interested candidates who meet the above specifications should submit their applications, enclosing a detailed Curriculum Vitae (CV), copies of certified academic and professional certificates, and names of three traceable referees, to:

The Comptroller of Statutory Corporations
P.O. Box 30061
Lilongwe 3

Closing date for receipt of applications is 12th June 2026. Only shortlisted candidates will be acknowledged and invited for interviews.

The Tobacco Commission is an equal opportunity employer

