



OUR TOBACCO OUR ECONOMY

VACANCIES

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. PRINCIPAL SYSTEMS DEVELOPER (GRADE TC 4)

LOCATION : HEAD OFFICE

JOB FUNCTION

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

KEY DUTIES AND RESPONSIBILITIES

1. Maintains a rationalized 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. Maintains systems administration documentation;
7. Tests procedures and outcomes and knowledge base articles to a level that enables system operation continuity;
8. Conducts performance appraisal for subordinates;
9. Provides first line support and guidance on business systems to both internal and external users;
10. Coordinates system related training programs;
11. Initiates the development and delivery of business process improvement, minor and major change projects in accordance with user requests;
12. Recommends, schedules and performs software upgrades, patches and reconfigurations;
13. Administers applications and keeps note of market developments and releases of systems as business needs change or develop;
14. Maintains an accurate and up to date documentation of all systems in the Tobacco Commission including detailed changes, updates, versions, fixes etc.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

The candidate must possess a Bachelor's Degree in Computer Science / Information Science or equivalent qualification with at least four (4) years of working experience as an ICT Officer.

2. PRINCIPAL PROCUREMENT OFFICER (GRADE TC 4)

LOCATION : HEAD OFFICE

JOB FUNCTION

To coordinate and efficiently administer all procurement and disposal of assets activities of the commission in compliance with the legal requirements

KEY DUTIES AND RESPONSIBILITIES

1. Undertakes strategic sourcing, contracting, procurement and supplier oversight of assignments within the framework of the Public Procurement and Disposal of Assets Act and Procurement Regulations;
2. Coordinates the sourcing of procurement quotations in accordance with Government approved procedures;
3. Oversees the preparation of annual procurement plans and quarterly/annual procurement reports;
4. Prepares bidding documents and bid advertisements; and evaluates bid proposals and specifications in liaison with user departments;
5. Provides advice to Internal Procurement and Disposal of Assets Committee (IPDC) where he/she serve as a secretary;
6. Monitors progress of procurement projects during implementation and facilitates payments of suppliers according to contract terms;
7. Conducts procurement and supplier negotiations to achieve both quality and cost effectiveness of procurement;
8. Prepares bid documents, Request for Quotations and Request for Proposals and maintains their records appropriately;
9. Prepares specifications for commodities, services and contracts in liaison with user Departments;
10. Facilitates the preparation and implementation of procurement plans;
11. Prepares procurement reports for management appraisal;

12. Conducts evaluation of bids and procurement surveys with a view to recommend for efficient and cost effective supplies;
13. Monitors supplier performance on delivery, quality, price adjustments and conduct of account with the Commission;
14. Maintains sound professional relationship with suppliers;
15. Maintains database of approved list of suppliers;
16. Supervises and appraises performance of staff under his/her charge.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS/EXPERIENCE

- Master's Degree in Procurement and Supply Chain Management or related field
- CIPS Professional Qualification
- Must be member of MIPS
- Six (6) years' experience in procurement and supply

3. TRAINEE CLASSIFIER (GRADE TC 7)

**LOCATION : LILONGWE, MZUZU, KASUNGU, LIMBE
DIVISIONAL OFFICES**

JOB FUNCTION

Reporting to the Senior Inspection and Classification Officer, the Trainee Classifier will be responsible for the provision of inspection and classification services at divisional level.

KEY DUTIES AND RESPONSIBILITIES

1. Samples and classifies tobacco at the market;
2. Identifies the unwanted materials in tobacco bales at the market;
3. Standardizes tobacco marketing by conducting random samples and discussions with stakeholders;
4. Conducts outreach and training programs with growers;
5. Conducts crop assessment surveys;

6. Collects tobacco samples to be tested by Malawi Bureau Standards (MBS);
7. Conducts training with commercial graders;
8. Participates in the stages of tobacco production (planting stage, reaping stage, curing stage and grading stage);
9. Interfaces with growers in extension, complaints and marketing.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

The candidate must possess a Bachelor of Science Degree in Agriculture and any other related field with at least two (2) years' experience in the tobacco sector.

4. ICT SYSTEMS SUPPORT OFFICER (GRADE TC 6)

Location: Head Office

JOB FUNCTION

Reporting to the ICT Infrastructure and Security Specialist, the ICT Systems Support Officer is responsible for providing technical assistance and support to users of computer systems, networks, and software across the Commission. The officer ensures the smooth operation of ICT infrastructure and supports the implementation and maintenance of ICT systems and services.

Key Duties and Responsibilities

1. Provides first-line technical support and guidance on business systems to both internal and external users;
2. Implements ICT policies, plans, strategies, programmes, systems, standards, and budgets;
3. Conducts in-depth analysis of existing systems, identify areas for improvement, and recommend appropriate enhancements.
4. Ensures the smooth operation, maintenance, and reliability of ICT infrastructure;

5. Collaborates with end-users and technical teams to gather requirements and understand business processes;
6. Manages the ICT helpdesk and provide technical support to members of staff and other system users;
7. Evaluates software and hardware solutions to ensure compatibility, scalability, and security;
8. Designs, develops, and implements system upgrades, integrations, and optimizations;
9. Prepares and maintains system documentation, including specifications, user manuals, and standard operating procedures;
10. Provides user training and technical support to Commission staff;
11. Keeps abreast of emerging technologies and industry trends and recommend best practices;
12. Prepares and submits ICT systems support reports as required.

Minimum Academic and Professional Qualifications and Experience

The ideal candidate should possess:

- A Bachelor's Degree in Computer Science, Information Science, Information Technology, or an equivalent qualification from a recognized institution.
- At least one (1) year of relevant work experience in ICT systems support or a related field.

5. RECEPTIONIST (GRADE TC 9)

LOCATION : LILONGWE & LIMBE DIVISION OFFICES

JOB FUNCTION

Reporting to the Divisional Manager, the Receptionist will be responsible for performing all reception responsibilities within the division office.

KEY DUTIES AND RESPONSIBILITIES

1. Serves visitors by greeting, welcoming, and directing them appropriately;
2. Notifies Commission personnel of visitor arrival;
3. Alerts security personnel of any security threats;
4. Informs visitors by answering or referring inquiries;
5. Maintains employee and department directories;
6. Answers and addresses incoming calls in a timely and polite manner;
7. Receives, sorts and distributes mail / deliveries;
8. Provides basic and accurate information in-person and phone / email;
9. Facilitates meetings and appointments;
10. Ensures the reception area is tidy and presentable, with all necessary stationery and material (E.g. pens, forms and brochures);
11. Maintains office security by following safety procedures and controlling access via the reception desk;
12. Provides excellent customer service;
13. Maintains visitor logs.

MINIMUM ACADEMIC AND PROFESSIONAL QUALIFICATIONS AND EXPERIENCE

The candidate must be in possession of a Malawi Schools Certificate of Education (MSCE) and Certificate in Customer Service Management / Front Office with at least one (1) year practical experience.

6. POSITION : DRIVER (GRADE TC 10)

LOCATION : Lilongwe, Mzuzu, Limbe and Kasungu

JOB FUNCTION

Reporting to the Office Services Officer, the driver will be responsible for driving the Commission's vehicles.

DUTIES AND RESPONSIBILITIES

1. Driving Commission's vehicles as assigned by the Office Services Officer;
2. Ensuring vehicles roadworthiness before driving by checking that there is adequate fuel, oil, brake fluid levels and tyre pressure;
3. Keeping safely and in usable condition all car accessories such as wheel spanners, jack, spare tyre and triangles;
4. Cleaning of vehicles;
5. Timely reporting of any vehicle defects;
6. Keeping records and timely reporting road worthiness of vehicles i.e. COF, Road Permit, Insurance and service;
7. Ensuring that vehicles are kept parked at a safe and secured place;
8. Ensuring that steps required by the rules and regulations are take in case of accidents;
9. Maintaining records of mileage fuel consumptions, tune ups, repairs part replacement in the vehicle.

QUALIFICATIONS AND EXPERIENCE

The candidate must possess MSCE, PSV and Defensive Driving Certificate with at least five (5) years' experience in the same field. Those with chauffer qualifications will have an added advantage. Women are encouraged to apply.

METHOD OF APPLICATION

Interested persons with the specified qualifications and experience should submit their applications under confidential cover, enclosing a detailed Curriculum Vitae with names and contact details of **three traceable referees** no later than **11th September, 2026** to:

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