



VACANCIES

The Electricity Supply Corporation of Malawi (ESCOM) Limited invites applications from suitably qualified and experienced persons to fill the following vacant positions tenable at the Head Office.

- 1. POSITION** : **LEGAL SERVICES MANAGER (Grade ES5)**
REPORTING : To Director of Legal Affairs & Company Secretary

Key Duties and Responsibilities

- Management and supervision of the Legal Services Department
- Coordinating all legal services being undertaken on behalf of the Corporation by both In-house and External Counsel.
- Supervising the work of lawyers and legal interns in the Legal Services Department
- Coordinate the processes relating to the automation of the case filing system in the legal registry
- Conducting civil and criminal litigation on behalf of the Corporation
- Representing the Corporation at arbitration hearings before quasi-judicial bodies
- Coordinating the complaints-handling system relating to public liability claims, including provision of legal advice in the conduct and disposal of such claims
- Coordinating provision of legal advisory services to all Corporation's Business Units, including conducting awareness to staff and other stakeholders on all regulatory and compliance issues, including issuing legal opinions, conducting legal research and drafting legal documents
- Participating in the negotiation of contracts, including Power Purchase Agreements on behalf of the Corporation
- Facilitating the annual legal audit processes pertaining to the Corporation's legal services
- Assisting with the preparation of Performance Management Plans and Budgets and Quarterly Performance Reports for the Legal Services Division in line with the Corporation's Integrated Strategic Plan (ISP)
- Carrying out any other duties that may be assigned from time to time

Qualifications and Work Experience

- Master's Degree in Law from an accredited University
- Possession of a valid practising licence
- A minimum of 5 years' experience as a legal practitioner, 3 of which should be in a private law firm
- A good understanding of the Corporation's core business, key functions and operations
- Excellent legal drafting, presentation and negotiation skills

Key Competencies

- High level of understanding of the Corporation's core business
- Good communication and interpersonal skills
- Be a self-initiator and work independently to meet deadlines
- High levels of professionalism, agility and team spirit
- Excellent leadership skills, innovative and results oriented
- Be computer literate and hold a valid driving license

2. POSITION : **ASSISTANT LEGAL SERVICES OFFICER (Grade ES8)**

REPORTING : **LEGAL SERVICES MANAGER**

Key Duties and Responsibilities

- Representing the Corporation in courts of law, at arbitration, hearings and in all matters before quasi-Judicial bodies
- Providing advice on matters relating to statutory compliance by the Corporation
- Processing public liability claims in liaison with the insurance section
- Conducting legal research and preparing legal opinions on various matters
- Participating in negotiations and drafting of national, regional and international Power Purchase Agreements
- Drafting and/or reviewing legal contracts and monitoring legal obligations under such contracts
- Providing advice on matters relating to statutory compliance by the Corporation
- Representing the Corporation at arbitration hearings and in all matters before quasi-Judicial bodies
- Any other duties as assigned from time to time

Qualifications and Work Experience

- Bachelor's Degree in Law from an accredited University

- Possession of a valid practising licence and currently practising law
- A good understanding of the Corporation's core business, key functions and operations
- Good research and drafting skills

Key Competencies

- A good understanding of the Corporation's core business and operations
- Good communication and interpersonal skills
- Be self-motivated, able to work with minimum supervision and meet deadlines
- High levels of professionalism, agility and team spirit
- Be innovative and results oriented
- Be computer literate

3. POSITION : **LEGAL SERVICES ASSISTANT (Grade ES10)**

REPORTING : **SENIOR LEGAL SERVICES OFFICER**

Key Duties and Responsibilities

- Maintaining proper records management for all legal documents, registered claims, complaints and court cases
- Assisting with preparation, filing and servicing of court documents
- Draft Demand letters, proof read legal documents, conduct legal research and issue legal opinions
- Conducting searches and registration of legal instruments in respective registries
- Assisting with processing public liability claims in liaison with the insurance section
- Updating the cause list and track payments for legal costs and legal fees
- Carrying out any other duties as assigned from time to time.

Qualifications and Work Experience

- Diploma in Law or Diploma in Paralegal Studies obtained from an accredited Institution
- Currently working in a law firm or other similar work environment
- Good research and drafting skills

Key Competencies

- A good understanding of the corporation's core business and operations
- Good communication and interpersonal skills
- Be self-motivated, able to work with minimum supervision and meet deadlines
- High levels of professionalism, agility and team spirit
- Be innovative and results oriented
- Be computer literate

4. POSITION : PROCESS SERVER (Grade ES11)

REPORTING : SENIOR LEGAL SERVICES OFFICER

Key Duties and Responsibilities

- Assisting with case management
- Assisting with preparation, filing and servicing of court documents
- Conducting searches and registration of legal instruments in respective registries
- Assisting with mail dispatch from the Legal Registry and file movement within the Legal Services Directorate
- Carrying out any other duties as assigned from time to time

Qualifications and Work Experience

- Malawi School Certificate of Education
- A minimum of three (3) years working in a law firm or other similar work environment

Key Competencies

- Good communication and interpersonal skills
- Display professionalism and team spirit
- Basic knowledge of computers

Interested candidates should submit their applications along with detailed **Curriculum Vitae**, certified copies of qualifications and **names of three (3) traceable referees** by **16th May 2021** to:

Human Resources Manager - PSM

ESCOM Limited

P. O. Box 2047

BLANTYRE

Only shortlisted candidates will be acknowledged and invited for interviews. Please, note that ESCOM is an equal opportunity employer