



*Accelerating Malawi's Economic Growth*

---

## VACANCIES ANNOUNCEMENT

The Roads Authority (RA) was created by the Roads Authority Act to ensure that public roads are constructed, maintained or rehabilitated at all times; and to advise the Minister, and where appropriate, the Minister responsible for Local Government on the preparation and efficient and effective implementation of the Annual National Roads Programme.

The Roads Authority (RA) is inviting applications from **suitably qualified persons of Malawi origin** to fill the following vacant posts:

### **1. Regional Manager (2 positions)**

The positions are tenable in Lilongwe and Blantyre Regional Offices. The role of the **Regional Manager** is to manage the planning and implementation of road maintenance programmes; and monitoring of conditions of the designated public road network infrastructure.

***The Regional Manager reports to the Chief Executive Officer and is specifically responsible for:***

- i. Overseeing the updating of regional road inventory.
- ii. Overseeing regional road condition and traffic surveys.
- iii. Preparing annual road maintenance programs.
- iv. Managing the procurement of goods, works and consulting services at regional level.
- v. Managing works and services contracts for planned and emergency road maintenance.
- vi. Ensuring that standards on road maintenance are being achieved.
- vii. Carrying out technical review of all road maintenance projects and preparing performance reports for contractors and consultants.
- viii. Managing the allocated resources for effective and efficient implementation of maintenance programs.
- ix. Collaborating with relevant stakeholders at regional level.
- x. Managing the administrative functions for the regional office.
- xi. Preparing monthly progress reports and annual reports on implementation of annual work plan and budget of the Regional office.

*The desired candidate must have the following qualifications and experience:*

- i. Master's Degree in Civil Engineering or related field from a recognized university.
- ii. Bachelor's Degree in civil engineering from a recognized university.
- iii. 5 years' work experience in roadwork activities at senior level.
- iv. Must be a Registered Engineer.

## **2. Finance Manager**

This post is tenable at the Head Office, Functional Building in Lilongwe. The role of the **Finance Manager** is to manage financial activities for effective and efficient management of financial resources and assets in the Authority.

**The Finance Manager reports to the Director of Corporate Services and is specifically responsible for:**

- i. Maintaining financial records and systems in accordance with international standards and local legislative frameworks.
- ii. Producing and updating the financial management systems and procedures manual.
- iii. Producing various financial reports.
- iv. Preparing statutory Financial Statements in accordance with international standards.
- v. Organising and hosting audits in liaison with relevant stakeholders.
- vi. Preparing Financing and Procedures Agreements, Annual and Revised Budgets and participating in preparation of Annual National Roads Program.
- vii. Contributing to the development and improvement of internal control systems for efficiency and effectiveness.
- viii. Reviewing and posting payment and journal vouchers in the accounting system for all Financial Transactions.
- ix. Performing Treasury functions for the Authority.
- x. Monitoring implementation of the budget and produce variance analysis reports.

*The desired candidate must have the following qualifications and experience:*

- i. Master's Degree in Finance/ Accounting/ Business Administration.
- ii. Bachelor's Degree in Accountancy from a recognized university.
- iii. Must be a Chartered Accountant.
- iv. 5 years' work experience in accounting at senior level.

### **3. Information Communication Technology (ICT) Systems Operations Officer**

This post is tenable at the Head Office, Functional Building in Lilongwe. The role of the **ICT Systems Operations Officer** is to ensure that all ICT systems are operated and maintained, and remain configured for carrying out various analyses and preparing the required inputs for the planning, programming and reporting processes.

***The ICT Systems Operations Officer reports to the ICT Manager and is specifically responsible for:***

- i. Managing calibration of the HDM-4 models.
- ii. Updating vehicle characteristics, configuration parameters, and unit costs.
- iii. Defining objectives of the HDM-4 analysis.
- iv. Carrying out strategic and programming analysis.
- v. File management of Roads Data Manager, HDM-4 workspace analysis results, and any other system developed.
- vi. Preparing reports from existing systems in developed formats.
- vii. Carrying out data back-up and analysis of all ICT systems in Roads Authority.
- viii. Assisting in Data input into ICT systems.
- ix. Liaising with National Statistics Office and other statistical stakeholder organizations.
- x. Developing and upgrading reports formats in ICT systems.
- xi. Developing, improving and upgrading RDM, HR and accounting ICT systems with the new tools, databases, analysis and reporting routines.
- xii. Installing local area network and ensuring stability of the network

*The desired candidate must have the following qualifications and experience:-*

- i. At least a Bachelor's Degree in Information Communication Technology or any comparable qualification.
- ii. At least 3 years' work experience in related field.

Interested candidates should submit their applications under confidential cover together with detailed and updated Curriculum Vita (CV) that clearly stipulates the date of birth of the applicant, names of three traceable referees and copies of certificates to:-

**The Chief Executive Officer  
Roads Authority  
Functional Building, Off Paul Kagame Road  
Private Bag B346  
LILONGWE 3**

Closing date for receiving applications for the post of **Regional Manager is Tuesday, 27th February 2024** while the closing date for receiving applications for the **rest of the vacancies is Friday, 1st March 2024**. *Only shortlisted candidates will be acknowledged.*