



LOCAL GOVERNMENT SERVICE COMMISSION VACANCIES

The Government of Malawi has reformed the Constituency Development Fund (CDF) to enhance decentralized development, improve service delivery, strengthen community participation, and accelerate socio-economic development at constituency level, aimed at reducing poverty and promoting job creation through active citizen engagement and participation at the local level.

The Local Government Service Commission is therefore inviting applications from suitably qualified Malawians to fill the following posts on a three (3) years contract existing in various Districts, Municipal Town and City Councils tenable at the constituency level.

POST TITLE : Constituency Assistant Accountant
GRADE : M8
LOCATION : Constituency based in Districts, Municipal, Towns and City Councils
RESPONSIBLE TO : Director of Finance at DC's Office

PURPOSE OF THE ROLE

The Constituency Assistant Accountant ensures sound financial management and accountability for Constituency Development Fund (CDF) projects. The role supports project implementation through accurate payment processing, record keeping, and performance-based financial reporting in liaison with the Directorate of Finance.

KEY RESPONSIBILITIES

- Prepare payment documentation for contractors and service providers in liaison with the Directorate of Finance.
- Maintain accurate records of all payments related to works at constituency level.
- Prepare and update constituency financial records and expenditure reports.
- Coordinate performance-based financial assessments at constituency level.
- Ensure compliance with Council financial procedures and CDF guidelines.
- Liaise with engineers and procurement officers to verify work completion before payment authorization.

EXPERIENCE AND EDUCATION QUALIFICATION

- Minimum of a Diploma in Accounting from a recognized institution in Malawi.
- Minimum of two year's experience in financial administration or project accounting.

- Familiarity with public sector financial procedures and CDF operations.

POST TITLE : Constituency Works Supervisor
GRADE : M8
LOCATION : Constituency based in Districts, Municipal, Towns and City Councils
RESPONSIBLE TO : Director of Public Works at DC's Office

PURPOSE OF THE ROLE

The Constituency Works Supervisor is responsible for overseeing the planning, construction, repair, and maintenance and structures under Constituency Development Fund (CDF) projects. The role ensures quality control, efficient resource use, and compliance with Council standards, while coordinating with engineers, procurement staff, and constituency stakeholders.

KEY RESPONSIBILITIES

- Participate in project identification, appraisal and consolidation of constituency AIP;
- Site inspections, contractor and DPW/DES liaison, and reporting of projects progress;
- Updating the Project management system platform; and
- Support constituency level assessments using LAPA tool
- Compile and submit monthly reports on construction and maintenance activities under CDF projects.

- Supervision of the projects construction under Constituency Development Fund (CDF).

EXPERIENCE AND EDUCATION QUALIFICATION

- Diploma in Civil Engineering, or City and Guilds Part I & II or related field from a recognized institution
- Minimum two years' experience in supervising public works projects (roads, buildings, drainage systems, etc.) is highly desirable.
- Demonstrated knowledge of construction standards, materials, and maintenance practices.
- Experience working with constituency-level projects and/or public sector procedures is an added advantage.

POST TITLE : Constituency Assistant Procurement Officer
GRADE : M8
LOCATION : Constituency based in Districts, Municipal, Towns and City Councils
RESPONSIBLE TO : Chief Procurement Officer at DC's Office

PURPOSE OF THE ROLE

The Constituency Assistant Procurement Officer supports procurement and tendering processes for Constituency Development Fund (CDF) projects. The role ensures compliance with public procurement regulations, transparency in sourcing, and efficient documentation to

facilitate timely and accountable delivery of development outcomes.

KEY RESPONSIBILITIES

- Supporting tender processes, compliance checks and documentation relating to procurements;
- Prepare and maintain the constituency procurement plan.
- Source quotations and submit to the Local Authority's Internal Procurement and Disposal Committee (IPDC) for approval.
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- Maintain accurate records of all procurement transactions and approvals.
- Preparation of constituency level reports on procurements; and
- Ensuring that constituency-level decision-making is embedded within Malawi's formal public finance and procurement architecture, safeguarding transparency while enabling efficient delivery of development outcomes.

EXPERIENCE AND EDUCATION QUALIFICATION

- Diploma in Procurement Management, Purchasing and Supply from a recognized institution in Malawi.
- Minimum of two years' experience in procurement or supply chain management.
- Familiarity with public sector procurement procedures and CDF

MODE OF APPLICATION

Interested applicants who meet the prescribed requirements should submit their applications, together with a detailed Curriculum Vitae (CV), photocopies of relevant certificates, and a copy of the National Identity Card, to the respective District, Municipal, Town or City Councils.

Applicants should **clearly indicate in the application letter and on the envelope the position being applied for and the name of constituency**. Applications should be addressed to the District Commissioner or Chief Executive Officer for the respective District, Municipal, Town or City Councils, clearly indicating the constituency, to be received **NOT LATER THAN 25TH MAY 2026**.

OTHER REQUIREMENTS:

- (1) Applicants should be origins or residents of the constituency they are applying for.
- (2) Applicants within each constituency must get their applications stamped by a Tradition Authority (T/A) of the constituency where they are applying for.
- (3) In the event that there are no qualified candidates in the particular constituency, candidates from other constituencies within the district shall be considered
- (4) Only shortlisted candidates will be invited for interviews.