



This project is funded  
by.  
The European Union

“Malawi Energy Programme- Wala Malawi Technical Assistance  
Lilongwe, Malawi”

Service Contract No. CONTRACT INTPA/LLW/2022/EA-RP/0057

Terms of Reference

***Gender Based Interns for Legal, Engineering,  
Financial, and Information Technology***



In partnership with the  
Republic of Malawi

REF.NO.MOE/HR/ADM/001

## VACANCY ANNOUNCEMENT

### 1. BACKGROUND

The Malawi Energy Programme is relevant for the Malawi Agenda 2030, and contributes primarily to the progressive achievement of the following SDGs:

- SDG 7 (Affordable and Clean Energy).
- SDG 5 (Gender Equality).
- SDG 9 (Resilient Infrastructure); and
- SDG 13 (Combat Climate Change).

The overall objective (impact) of this action is to support the modernisation and industrialisation of the Malawian economy and of the electricity sector by implementing the necessary reforms and promoting private sector investments.

Within the framework of the multiannual indicative programme (MIP) 2021-2027 for Malawi, the Africa-EU green energy initiative (AEGEI), the achievement of the SDG 7, and the objectives set by the Paris agreement at the cop21 to fight climate change, this technical assistance should be understood as one of the first steps in a short- to medium-term EU comprehensive programme to address the energy access issue in Malawi.

### 2. OBJECTIVE

One of the objectives under this Technical Assistance programme is to support the Ministry of Energy (MOE) to recruit four young women graduates as trainees to work in the activities of the Technical Assistance to gain experience in the field of their academic background (SDG 5 Gender Equality).

Applications are invited from suitably qualified Malawians to work as trainee intern within the Ministry of Energy.



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### 3. RECRUITMENT PROCESS

The process will be executed by recruiting candidates externally through a transparent process by advertising for the positions, receiving applications, selecting and shortlisting of potential candidates, informing the potential candidates to attend an interview, and thereafter appointing the successful candidates. **We are an organization that promotes equal employment opportunity, therefore women are highly encouraged to apply.**

### 4. VACANCY

#### 4.1 ENERGY OFFICER INTERN (POSITION 1E)

**Job Title:** Electrical Engineering Trainee

**Grade:** I

**Location:** Lilongwe with possible transfer to Blantyre in Energy  
Institutions (MOE, MERA, ESCOM, OR EGENCO).

**Age:** 25 – 35 Years

**Duties**

- Interpretation and Enforcement of National Energy Policy (NEP) on matters relating to Energy Planning and Management.
- Reviewing of Energy Policies and ensuring that such policies are in line with overall National Development Plan.
- Planning and Implementation on Rural Electrification Programme in close consultation with ESCOM.
- Liaise with ESCOM on the preliminary design and Estimates for Identified rural electrification.
- Explore alternative ways of supplying electricity to rural areas.
- To liaise with institutions involves in energy research and draw strategies and action plan
- Implementation, monitoring and evaluation of the energy Policy.
- Assisting the Principal Energy Officer in implementation of new projects in the renewable energy sector.
- Any other duties that may assigned by the Principal Energy officer/ Senior Officer from time to time



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## Educational Qualification

Applicants must be Graduates with at least a BSc of Science in Electrical Engineering, Practical experience not required but it would be to the candidate’s advantage.

### 4.2 LEGAL TRAINEE (POSITION 2L)

**Job Title:** Legal Trainee

**Grade:** I

**Location:** Lilongwe with possible transfer to Blantyre in Energy Institutions (MOE, MERA, ESCOM, OR EGENCO).

**Age:** 25 – 35 Years

**Duties:**

- Conducting legal research on energy-related laws, regulations, policies, and precedents to provide comprehensive and accurate information for decision-making processes.
- Assisting in the preparation and drafting of legal documents such as contracts, agreements, memoranda, and legal opinions related to energy matters.
- Reviewing and analyzing proposed legislation, regulations, and policies pertaining to the energy sector and providing feedback and recommendations on their implications and potential impact.
- Assisting in the management of legal cases and disputes involving the Ministry of Energy, including organizing case files, preparing documentation, and coordinating with relevant stakeholders.
- Providing legal support in the development and implementation of energy policies, initiatives, and projects by conducting legal assessments, identifying legal risks, and offering advice on compliance and regulatory matters.



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- Collaborating with internal and external stakeholders such as government agencies, legal counsel, energy companies, and industry experts to gather information, coordinate efforts, and facilitate legal processes related to energy matters.
- Prosecution of Criminal matters in Malawi Supreme Court of Appeal, High Court of Malawi and all other subordinate Courts.

### **Educational Qualification**

Applicants must be Graduates with at least a Law degree or equivalent Diploma, Practical experience not required but it would be to the candidate’s advantage.

### **4.3 INFORMATION COMMUNICATION TECHNOLOGY (ICT) TRAINEE (POSITION 3L)**

**Job Title:** ICT

**Grade:** I

**Location:** Lilongwe with possible transfer to Blantyre in Energy Institutions (MOE, MERA, ESCOM, OR EGENCO).

**Age:** 25 – 35 Years

**Duties:**

- Analyse, design and implement systems
- Test and Evaluate new and existing systems
- Maintain existing systems
- Supervise Senior Programmers
- Implementation Malawi Government ICT or other Energy Institutions and security policies
- Provide technical and end user support
- Perform any other duties assigned to time to time

### **Educational Qualification**

Applicants must be Graduates with at least a BSc of Science in Information Technology, Practical experience not required but it would be to the Candidate’s advantage.



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## 5. MODE OF APPLICATION AND CLOSING

Applicants are requested to send their application letters (clearly indicating the **POST** and **GRADE** being applied for on the envelope), copies of Certificates / Transcript, Curriculum vitae indicating their **working mobile Phone number (s)** with two traceable referees including their contact details, and a copy of National Identity card to the following address.

The DAI Programme Support Manager, DAI-Malawi Energy Programme – **Wala Malawi**

Taurus House, City Centre, P/Bag 309, **Lilongwe 3.**

E-Mail: [grace.NHLEMA@chilungamo.humandynamics.org](mailto:grace.NHLEMA@chilungamo.humandynamics.org)

Closing date for receiving applications is **28<sup>TH</sup> MAY, 2023.**