



## **VACANCY ANNOUNCEMENT**

Applications are invited from suitably qualified candidates of Malawian Nationality to fill existing positions in the Competition and Fair Trading Commission (CFTC).

### **1.0 Introduction**

#### **1.1 Background Information**

The Competition and Fair Trading Commission is a body corporate established under Section 4 of the Competition and Fair Trading Act Chapter 40:09 of the Laws of Malawi. The Commission is a quasi-judicial body whose mandate is to regulate, monitor, control, and prevent acts or behaviour which are likely to adversely affect competition and fair trading in Malawi.

The objective of the Commission is to create an enabling environment for the private sector by promoting effective and fair competition thereby strengthening efficiency of production and distribution of goods and services, securing the best possible conditions for the freedom of trade, safeguarding consumer welfare and setting a favourable operating environment for expansion of the country's entrepreneurship base.

## **2.0 Chief Legal Officer (CFT 4)**

The Chief Legal officer shall be responsible for supporting the Directorate of Legal Services in ensuring that the Competition and Fair Trading Act is enforced according to established legal procedures and best practices and making sure that the Act and Commission's decisions and directives are complied with at all times.

### ***Duties and Responsibilities***

Under the direction of the Legal Services Director, the Chief Legal Officer's main duties shall be to:

- (i) Conduct legal research on matters relating to enforcement of the competition law and prepare briefing notes ;
- (ii) Participate in investigation of cases;
- (iii) Prepare submissions and participate in ligation of cases;
- (iv) Draft legal opinions on various aspects of the Competition and Fair Trading Act;

- (v) Draft, examine and advise on contracts and agreements between the Commission and third parties including other regulators;
- (vi) Participate in case reviews and offer legal advice; and
- (vii) Develop compliance schemes and programs.
- (viii) Assist in any legal matters relating to the Commission

### ***Qualification and Competencies***

The ideal candidate should have the following requisite qualifications and attributes:

- A minimum qualification of LLB (Hons) degree from a recognized institution
- At least five (5) years' experience in litigation;
- Should be in possession of a valid Legal Practitioners License
- Knowledge of competition and consumer regulation desirable
- Strong drafting skills
- Ability to work in a multi-disciplinary team
- Have excellent interpersonal skills and be self-motivated
- Have excellent negotiation skills
- Be of outstanding honesty and integrity

### **3.0 Consumer Analyst (Grade CFT 6)**

Under the Directorate of Consumer Affairs and Education, the Consumer Analyst shall be responsible for conducting economic analyses and investigations on cases relating to unfair trade practices. The Analyst shall provide research support which will form the basis for guiding the implementation of the Competition and Fair Trading Act and associated regulations and guidelines.

#### ***Duties and Responsibilities***

The Analyst shall undertake the following functions:

- (i) Investigate and conduct analysis on unfair trade practices and produce reports;
- (ii) Sermon and interview complainants and respondents on cases brought to the Commission;
- (iii) Assist in the development and maintenance of a database on unfair trade practices;
- (iv) Draft economic policy papers, speeches for the management team and for presentation at various fora;
- (v) Design projects for donor funding in line with the CFTC goals and objectives;
- (vi) Serve as case officer for complaints brought before the Commission;
- (vii) Conduct market inquiries to gather information necessary for determination of cases;
- (viii) Developing and reviewing of IEC materials on unfair trade practices

(ix) Participating in the implementation of programs under international cooperation arrangements on unfair Trade practices

(x) Collecting data for the preparation of work plans, budgets and programs for the section

***Qualifications and Competencies***

- A minimum of Bachelor's degree in Economics, Business administration, or related discipline;
- Minimum of three (3) years' work experience
- Good foundation in microeconomics, including course work in industrial organization
- Strong communication, analytical and problem-solving abilities; and
- Have excellent interpersonal skills and be self-motivated
- Be of outstanding honesty and integrity
- Ability to grasp new concepts and be able to work under pressure.

#### **4.0 Planning and Research Officer (CFT6)**

The Planning and Research Officer Shall be responsible for ensuring that the Commissions activities are coherent and implemented according to plans.

##### ***Duties and Responsibilities***

***The Planning and Research Officer shall undertake the following functions:***

- (i) Conduct high quality qualitative and quantitative research including data analysis to strengthen the Commission's understanding and inform decision making
- (ii) Facilitate the design and execution of evidence based strategy and policy
- (iii) Developing and supporting directorates in implementing the Commissions plans
- (iv) Consolidating annual institutional and departmental work plans including budget.
- (v) Drafting annual institutional performance contracts as per Government's guidelines.
- (vi) Participating in formulation, development and implementation of strategies and policies that will enable the Commission effectively achieve its mandate
- (vii) Planning and participating in the execution of institutional and market research activities
- (viii) Developing systems for following up and sharing research findings
- (ix) Monitor wider national, regional and international policy developments of relevance to the Commission

(x) Develop and sustain effective partnerships with public and private sector stakeholders locally and internationally

### ***Qualification and Competencies***

- A minimum of Bachelors' Degree in Economics or Statistics
- A minimum of two (2) years' experience
- Good organizational skills and ability to work independently
- Good research and writing skills
- Strong analytical and numerical skills
- Excellent project management, organization and administrative skills
- People management and problem solving skills.

### **Appointment and Remuneration**

The positions are permanent subject to 3 months' probation and meeting agreed performance targets. The successful candidates shall be offered an attractive salary and benefits in accordance with the Commission's Conditions of Service.

### **Method of Application**

Applications including detailed Curriculum Vitae (CV's), photocopies of relevant certificates and names and contacts of at least three (3) Referees should be sent by post to the address below, not later than 19th July, 2024.

**The Executive Director**

Competition and Fair Trading Commission

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P/Bag 332

Lilongwe.