VACANCY ANNOUNCEMENT

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

1.0 Introduction

1.1 Background Information

The Commission 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 adversity 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 Consumer Analyst (Grade CFT 6)

The Consumer Analyst shall be under the Directorate of Consumer Affairs and Education; and will 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.

2.1 Duties and Responsibilities for the Consumer Analyst are as follows:

(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

2.2 Qualifications and Competencies

(i) A minimum of Bachelor's degree in Economics, Business administration

(ii) Minimum of three (3) years 'work experience

(iii) Good foundation in microeconomics, including course work in industrial organization

(iv) Strong communication, analytical and problem-solving abilities; and

(v) Have excellent interpersonal skills and be self-motivated

(vi) Be of outstanding honesty and integrity

(vii) Ability to grasp new concepts and be able to work under pressure.

3.0 Competition Analyst (Grade CFT 6)

The Competition Analyst shall be under the Directorate of Competition; and will be responsible for investigating and assessing merger applications, handling complaints relating to anticompetitive conduct, and providing compliance advisory services to enterprises. The role also entails conducting economic research, preparing investigation reports, developing regulatory guidelines, and promoting awareness of competition laws.

3.1 Duties and Responsibilities

The officer will be responsible for:

(i) Providing compliance advisory services to enterprises on mergers, acquisitions, takeovers and other related regulatory matters.

(ii) Investigating complaints relating to anticompetitive conduct, and providing compliance advisory services to enterprises

(iii) Drafting/developing regulatory guidelines, and promoting awareness of competition laws

(iv) Investigating and assessing merger and acquisition applications, preparing technical reports

(v) Conducting economic research and analysis to support merger assessments

(vi) Investigating and assessing mergers notified or referred under the COMESA competition regulatory framework and participating in regional and international cooperation initiatives.

(vii) Monitoring and enforcing compliance with merger approval conditions, takeover regulations under the Companies Act and other applicable legislation.

(viii) Undertaking investigations, monitoring and regulatory activities relating to contract farming in accordance with applicable legislation.

(ix) Collecting and analyzing data and contributing to the preparation of departmental work plans, budgets, programs and performance reports.

3.2 Qualifications and Competencies

(i) A minimum of Bachelor's degree in Economics or Business administration,

(ii) Minimum of three (3) years work experience

(iii) Good foundation in microeconomics, including course work in industrial organization

(iv) Strong communication, analytical and problem-solving abilities; and

(v) Have excellent interpersonal skills and be self-motivated

(vi) Be of outstanding honesty and integrity

(vii) 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 under the Planning Department and will be responsible for ensuring that the Commissions activities are coherent and implemented according to plans. The position is tenable at CFTC Head Office in Lilongwe.

4.1 Duties and Responsibilities for the Planning and Research Officer are as follows:

(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

4.2 Qualification and Competencies

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

5.0 Procurement officer (CFT6)

The Procurement officer shall be responsible for all procurement processes and will be working under the Directorate of Corporate Services by ensuring that all procurements at the Competition and Fair Trading Commission are compliant to the Public Procurement and Disposal of Public Assets Act(No 27 of 2024**).**

5.1 Essential Duties and Responsibilities

These will include but not limited to:

(i) Assisting in the preparation and implementation of the Commission's Annual Procurement Plan in consultation with User Departments and the Finance Department;

(ii) Preparing procurement documents, including requests for quotations, bidding documents and other relevant procurement documentation;

(iii) Facilitating the receipt, recording, custody, closing and opening of bids in accordance with established procurement procedures;

(iv) Providing administrative and secretarial support to Evaluation Committees and other procurement-related committees;

(v) Assisting in the evaluation process by preparing relevant documentation and compiling evaluation reports for consideration by the appropriate procurement committee;

(vi) Preparing purchase orders, contract documents and other procurement correspondence for approved procurements;

(vii) Following up with suppliers and User Departments to ensure timely delivery of goods, services and works in accordance with agreed specifications and contractual requirements;

(viii) Checking delivery notes, invoices and other supporting documents to ensure consistency with purchase orders and contract terms before submission for payment;

(ix) Maintaining accurate and up-to-date procurement records, registers and files;

(x) Assisting in monitoring supplier and contractor performance and maintaining records of performance issues;

(xi) Preparing periodic procurement reports and providing information required for management and statutory reporting;

(xii) Liaising with User Departments on procurement requirements and providing guidance on routine procurement procedures;

(xiii) Ensuring that procurement activities are carried out in accordance with applicable procurement legislation, regulations and internal procedures;

(xiv) Maintaining an updated database of suppliers and service providers; and

(xv) Performing any other procurement-related duties as may be assigned from time to time.

5.2 Qualification and Competencies

(i) Bachelor's degree in procurement or logistics management.

(ii) Be registered with MIPS (Malawi Institute of Procurement Supply)

(iii) Understanding of the Public Procurement and Disposal Act and regulations is essential.

(iv) Ability to build positive relationship with staff and colleagues

(v) Excellent ability to set priorities, analyze needs and convert those needs into plans and actions as well as effective time management.

(vi) Initiative and good analytical skills of works is in accordance with the contract terms and conditions in order to achieve value for money;

(vii) Problem-solving skills Change management skills and self-awareness

6.0 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.

7.0 Method of Application

Applications including detailed Curriculum Vitae (CV's), photocopies of relevant certificates, national Identification and names and contacts of at least three (3) Referees should be sent by post or hand delivery to the address below, not later than 30th November,2026.

The Chief Executive Officer
Competition and Fair Trading Commission
MERA Office Complex, 1st Floor, City Centre
P/Bag 332
Lilongwe 3