



PARLIAMENT OF MALAWI

PARLIAMENTARY SERVICE COMMISSION VACANCIES

Applications are invited from suitably qualified candidates to fill the existing following vacant posts in the Parliamentary Service.

Vacancy Number : PSC 1/1/26
Post : Assistant Clerk of Parliament (Committee)
Grade : NA 4
Responsible to : Senior Assistant Clerk of Parliament
Responsible for : Chief Committee Clerk

Purpose of the job

To provide strategic and procedural advice and administrative support to the Committee Chairpersons and Committee Members for the efficient and effective operation of the parliamentary committee work.

Duties

- a) Coordinates the schedules for Committee meetings;
- b) Coordinates allocation of Committee Clerks and other support staff to serve various Committees;
- c) Assists the Clerk of Parliament in serving meetings of the Committee of Chairpersons;
- d) Advises the Committee Chairpersons, Committee Members and Management on best Committee Practice and Procedure;
- e) Coordinates the production of reports by various Committees for presentation to the House;
- f) Ensures that the Committee reports adopted by the House are transmitted to relevant Government Ministries or Departments for appropriate action;
- g) Plans and directs the implantation of the activities of the Committee Section in line with Parliament's strategic plan; and,
- h) Facilitates building capacity and management of staff in the Committee Division.

Qualifications and Experience

A Master's Degree in Public Administration or Political Science or Social Science or Governance, Public Policy or another closely related discipline plus a minimum of three (3) years' working experience at supervisory level in parliamentary context. Applicants with demonstrated experience in parliamentary committee services, legislative affairs or policy advisory services will have an added advantage.



Vacancy Number : PSC/1/2/26
Post : Chief Legal Counsel
Grade : NA 5
Responsible to : Head of Legal Services
Responsible for : Principal Legal Counsel

Purpose of the Job

To provide high level legal guidance and support to Members of Parliament (MPs), Parliamentary Committees and Parliament Staff.

Duties

- a) Drafts and scrutinizes proposed amendments to bills;
- b) Drafts and review Private Members Bills;
- c) Lead training initiatives for MPs and Parliamentary Staff on legal matters such as constitutional law, legislative procedures and parliamentary privileges;
- d) Laises with the office of the Attorney General on litigation and procedural matters affecting the National Assembly and conduct business on behalf of parliamentary Service Commission;
- e) Draft and review contracts, agreements, policies, legal opinions, and other institutional documents; and,
- f) Advise management on constitutional, statutory, and regulatory compliance.

Qualifications and Experience

A Bachelor Degree in Law, admitted to practice as legal practitioner under the Legal education and Legal Practitioners Act and has been entitled so to practice for a period of not less than two (2) years at supervisory level. Applicants with demonstrated experience legislative drafting, parliamentary law and procedure, public sector legal advisory services or litigation case, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC/1/3/26
Post : Chief Research Officer
Grade : NA 5
Reporting to : Head of Library and Research
Responsible for : Principal Research Officer

Purpose of the Job

To coordinate provision of quality research services to Members of Parliament (MPs), Parliamentary Committees and Parliament Staff.

Duties:

- a) Coordinates, identification and implementation of research priority areas; for effective and effective and efficient National Assembly operations;
- b) Initiates and reviewing policies and strategies relating to Research Activities;
- c) Analyzes Research Proposals from various stakeholders;
- d) Prepares appropriate reports on Research activities carried out by the National Assembly;
- e) Coordinates Research programs and mobilize resources for their implementation; and,
- f) Appraising staff under his/her charge.

Qualifications and Experience

A Bachelor's Degree in Social Sciences or Public Policy or Political Science or Public Administration or another closely related discipline plus a minimum of two (2) years' work experience in research work at supervisory level. Applicants with demonstrated experience in parliamentary research or public policy analysis, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC/1/4/26
Post : Chief Sergeant Arms
Grade : NA 5
Responsible to : Senior Assistant Clerk of Parliament
Responsible for : Principal Sergeant at Arms and Senior Security Officer

Main purpose of the Job

To ensure safety and orderliness within the Parliamentary Precincts.

Duties

- a) Develops and implements parliamentary security strategies, policies, and procedures;
- b) Ensures the safety and protection of Members of Parliament, staff, visitors, and parliamentary facilities;
- c) Ensure the maintenance of order and discipline during parliamentary sittings, committees, and official functions;
- d) Manages ceremonial and administrative functions of the Office of the Sergeant-at-Arms;
- e) Ensures proper custody, handling, and presentation of parliamentary symbols such as the Mace;
- f) Oversees access control systems for parliamentary buildings;
- g) Develops and maintains emergency response plans, including evacuation procedures; and,
- h) Coordinates responses to security incidents, threats, and emergencies.

Qualifications and Experience

A Bachelor's Degree in Security Studies or Administration or another closely related discipline, and be a retired Army Officers at the rank of Major or retired Police Officers at the rank of Superintendent under the age of sixty years. Applicant should have a minimum of two (2) work years' experience overseeing security operations. Applicants with demonstrated experience in parliamentary procedures and protocol, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC/1/5/26
Position : Chief Human Resource Management Officer
Grade : NA 5
Responsible to : Head of Human Resource
Responsible for : Principal Human Resource Management Officer

Purpose of the Job

To coordinate provision of professional advice for effective delivery of human resource management service in the Parliamentary Service.

Duties

- a) Coordinates the implementation of human resource plans in line with the Parliamentary Service Strategic Plan.
- b) Administers recruitment, selection, placement, and promotion processes;
- c) Takes lead in employee relations, staff welfare and employee engagements;
- d) Coordinates administration of the payroll and benefits;
- e) Manages employee wellness and other emerging Human Resource issues;
- f) Oversee HR records management and human resource information systems;
- g) Coordinates performance management processes;
- h) Develop and implement employee learning and development programmes; and,
- i) Oversees compliance of office attendance system.

Minimum Qualifications and Experience

A Bachelor's Degree in Human Resource Management or Human Resource Development or another closely related discipline with two (2) years working experience at supervisory level in human resource management. Applicants with demonstrated experience in recruitment and selection, performance management or compensation, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC /1/6/26
Post : Chief Procurement Officer
Grade : NA 5
Responsible to : Head of Procurement and Asset Disposal
Responsible for : Principal Procurement Officer

Purpose of the Job

To provide technical leadership and coordination of the activities of the procurement function at the Parliament.

Duties

- a) Develops and implements Parliament's procurement and supply chain plan;
- b) Oversees procurement processes, including: preparation of tender documents, evaluation processes, contract awards and contract administration and monitoring.
- c) Ensures compliance with Malawi's public procurement legislation, regulations, and guidelines.
- d) Oversees supplier registration, evaluation, and relationship management;
- e) Develops, reviews, and implements procurement policies, procedures, and guidelines;
- f) Coordinates with stores and asset management functions to ensure proper resource utilization;
- g) Analyzes market and delivery systems in order to assess present and future material availability of goods and services;
- h) Coordinates the management, maintenance, and disposal of assets in accordance with approved procedures; and,
- i) Advises the internal procurement and disposal committee (IPDC) and functions in the Parliamentary Service on appropriate methods of procurement.

Qualifications and Experience

A Bachelor's Degree in Procurement and Supply Chain Management or Purchasing and Supply or Logistics and Supply Chain Management or another closely related discipline with a minimum of two (2) years of work experience at supervisory level in procurement and supply chain management. Must be registered and in good standing with the Malawi Institute of Purchasing and Supply. Applicants with demonstrated experience implementing the requirements of Malawi's public procurement framework and managing high-value procurement in the public sector, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC/1/7/26
Post : Chief Accountant
Grade : NA 5
Responsible to : Head of Finance
Responsible for : Principal Accountant

Purpose of the Job

To manage financial resources and provide functional guidance on all accounting activities within the National Assembly.

Duties:

- a) Leads the preparation, implementation, and monitoring of accounting systems and procedures;
- b) Oversees preparation of periodic and annual financial statements and management accounts;
- c) Coordinates preparation of annual budgets and financial forecasts;
- d) Oversees cash management, payment processes, and financial reconciliations;
- e) Ensures compliance with Malawi's Public Finance Management laws, regulations, and government financial procedures;
- f) Provides oversight of payroll accounting and related financial obligations; and,
- f) Oversees financial records relating to procurement, stores, and asset management.

Qualifications and Experience

A Bachelor's Degree in Accountancy or Finance or another closely related discipline with two (2) years' work experience at supervisory level in public finance management. Must be registered and in good standing with the Malawi Accountants Board and membership of the Institute of Chartered Accountants in Malawi. Applicants with demonstrated expertise in public sector accounting and a professional accounting qualification, such as, ACCA, CPA, CIMA or a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC /1/8/2026
Post : Chief Policy and Planning Officer
Grade : NA 5
Responsible to : Head of Policy and Planning Services
Responsible for : Principal Policy and Planning Officer

Purpose of the job

To coordinating policy formulation, reviewing institutional strategies, leading planning processes, conducting policy analysis, and providing high-quality research and advisory support.

Duties

- a) Leads the development, review, and implementation of institutional policies and plans;
- b) Undertakes policy research and analysis on parliamentary administration, governance, legislative processes, and emerging issues affecting Parliament;
- c) Coordinates preparation of annual operational plans and budget submissions;
- d) Provides technical guidance to functions on planning processes and alignment with institutional priorities;
- e) Develops and manages institutional monitoring and evaluation frameworks;
- f) Coordinates the identification of potential projects and prepares projects and programme proposals;
- g) Support implementation of development partner-supported programmes;
- h) Coordinates engagement with government institutions, parliamentary bodies, development partners, research institutions, and other stakeholders on policy and planning matters. and,
- g) Coordinates institutional reform initiatives.

Qualifications and Experience

At least a Bachelor's Degree in Economics or another closely related discipline with three (3) years' work experience at supervisory level in policy and planning work. Applicants with demonstrated experience in managing strategic plan, coordinating donor-funded or institutional programmes, as well as those possessing a Master's Degree in relevant field will have an added advantage.



Vacancy Number : PSC/1/9/26
Post : Principal Committee Clerk
Grade : NA 6
Responsible to : Chief Committee Clerk
Responsible for : Senior Committee Clerk

Purpose of the Job

To provide professional and technical procedural advice and administrative support to Members of Parliament for the efficient and effective running of the Chamber and Committees.

Duties

- a) Reports Parliamentary proceedings at the Table and ensures that the Committee meetings are published;
- b) Drafts Speaker's Rulings, Order Papers and Adjournment Statements for each Meeting of the House;
- c) Participates in the preparation of Chamber roster for Table Clerks
- d) Participates in the processing of Bills before, during and after each Meeting of the House;
- e) Identifies and reports areas of pieces of legislation that require research;
- f) Verifying Votes and Proceedings compiled by designated Table Officer and Committee Clerks; and,
- h) Provides secretarial duties during Committees.

Qualifications and Experience

A Bachelor's Degree in Public Administration or Political Science or Social Science or Governance, Public Policy or another related closely discipline plus a minimum of two (2) years of work experience in parliamentary practice and procedures. Applicants with demonstrated experience in parliamentary committee administration, legislative drafting, public policy analysis or stakeholder engagement will have an added advantage.



Vacancy Number : PSC/1/10/26
Post : Principal Civic Education
Grade : NA 6
Responsible to : Chief Civic Education Officer
Responsible for: : Civic Education Officer

Purpose of the Job

The post promotes awareness, knowledge and understanding of the roles and functions of Parliament.

Duties:

- a) Plans and implements outreach programmes for the Section Planning and developing annual and quarterly work plans for the Civic Education Section;
- b) Compiles and produces new letters for National Assembly;
- c) Produces periodic reports or activities done by the Section;
- d) Organizes orientation workshops, seminars, sensitization meetings; school visits and parliamentary open days for various stakeholders on the roles and functions of Parliament;
- e) Designs and supervises production of Information, Education and Communication (IEC) materials;
- g) Builds partnership or network with schools, NGOs and civic organisations to collaborate and align on civic education efforts; and,
- h) Conducts monitoring and Evaluation on the impact of outreach activities.

Qualifications and Experience

A Bachelor's Degree in Education or Social Sciences or Development Studies or Mass Communication or Journalism or another closely related discipline with two (2) years' experience in managing civic education and outreach work. Applicants with demonstrated experience in civic education, public communication or governance experience will have an added advantage.



Vacancy Number : PSC/1/11/26
Post : Principal Press Superintendent
Grade : NA 6
Responsible to : Chief Press superintendent
Responsible for : Chief Technical Officer

Purpose of the Job

To manage printing and publication services.

- a) Supervises and coordinates operations schedules of the Parliamentary Print Section;
- b) Maintains quality assurance procedures for all printed parliamentary materials;
- c) Ensures compliance with approved publication formats and standards;
- d) Manages confidential and time-sensitive parliamentary publications;
- e) Oversees the operation, maintenance, and utilization of printing equipment;
- f) Recommends improvements in printing technology, production processes service delivery;
- g) Monitors usage of printing materials, including paper, ink, and other supplies;
- h) Maintains confidentiality of sensitive parliamentary documents; and,
- i) Ensures compliance with occupational health and safety requirements and environment and waste management.

Qualifications and Experience

A Bachelor's Degree in Mass Communication or Journalism or Editing and Publishing or another closely related discipline with two (2) years' demonstrated work experience in printing, publishing or production processes. Applicants with a Diploma in Printing and Graphics will have an added advantage.



Vacancy Number : PSC/1/12/26
Post : Principal Accountant
Grade : NA 6
Responsible to : Chief Accountant
Responsible for : Accountant

Purpose of the Job

To manage, implement and process financial transactions.

Duties

- a) Maintains accurate accounting records for parliamentary transactions;
- b) Prepares periodic financial reports, statements, and management accounts in conformity with applicable standards;
- c) Assist in preparation and monitoring of Parliament's annual budgets;
- d) Verify payment requests and supporting documentation;
- e) Maintains and updating fixed asset ledgers;
- f) Provide guidance on accounting procedures and standards; and,
- g) Supports audit processes.

Qualifications and Experience

A Bachelor's Degree in Accountancy or Finance or another closely related discipline with two (2) years' work experience in public finance management. Must be registered and in good standing with the Malawi Accountants Board and membership of the Institute of Chartered Accountants in Malawi. Applicants with demonstrated expertise in public sector accounting and a professional accounting qualification, such as, ACCA, CPA, CIMA or an equivalent recognised qualification will have an added advantage.



Vacancy Number : PSC/1/13/26
Post : Principal Internal Auditor
Grade : NA 6
Responsible to : Chief Internal Auditor
Responsible for : Internal Auditor

Purpose of the Job

To provide independent and objective assurance and advisory services that improve the Parliament's governance, risk management, and internal control systems.

Duties

- a) Coordinates developing and implementing the annual internal audit plan.
- b) Leads in examining financial, operational, and administrative processes to assess effectiveness and compliance.
- c) Evaluates the adequacy and effectiveness of internal controls, governance and risk management processes;
- d) Leads development of risk management frameworks;
- e) Prepares and presents regular Internal Audit Report to the Clerk of Parliament;
- f) Monitors implementation of agreed audit recommendations and report on outstanding issues;
- g) Coordinates special audits and investigations as assigned;
- h) Provides professional advice on internal controls, governance, and risk management;
- i) Coordinates with external auditors and oversight institutions on matters relating to audit; and,
- h) Participates in review of policies, systems, and procedures.

Qualifications and Experience

A Bachelor's Degree in Accounting or Finance or another closely related discipline with two (2) years' work experience in audit. Must be registered and in good standing with the Malawi Accountants Board and membership of either the Institute of Chartered Accountants in Malawi or the Institute of Internal Auditors in Malawi. Applicants with demonstrated expertise in public sector auditing and a professional accounting qualification or auditing, such as, ACCA, CPA, CIMA, CIA an equivalent recognized qualification will have an added advantage.



Vacancy Number : PSC/1/14/26
Post : Principal Application Developer
Grade : NA 6
Responsible to : Chief Application Development Officer
Responsible for : Applications Developer

Purpose of the Job

To design, development, implementation, integration, maintenance, and enhancement of Parliament's business applications and information systems in support of Parliament's operations.

Duties and Responsibilities

- a) Designs, develops, tests, deploys, and maintains Parliament's software applications;
- b) Prepare technical specifications, system documentation, and user manuals;
- c) Conducts business process analysis and recommend ICT solutions;
- d) Design system architecture and application workflows;
- e) Develops and maintains interfaces between parliamentary information systems;
- f) Integrates applications with databases, document management systems, other functional systems and other enterprise platforms;
- g) Designs and maintains application databases;
- h) Monitors application performance and resolve technical issues;
- i) Implement secure software development practices;
- j) Review source code and ensure adherence to development standards;
- k) Manages application upgrades, enhancements, bug fixes, and performance optimization; and,
- l) Participate in ICT project planning, digital transformation and implementation.

Qualifications and Experience

A Bachelor's Degree in Computer Science or Software Engineering or Information Technology, Information Systems or another closely related discipline with two (2) years of work experience in ICT. Applicants with professional certification such as Microsoft Certified Developer, Oracle, Java, .NET, AWS, Azure, or an equivalent recognised software development certification will have an added advantage.



Vacancy Number : PSC/1/15/2026
Post : Senior Editor
Grade : NA 7
Responsible to : Principal Editor
Responsible for : Editor

Purpose of the job

To ensure that Hansard transcripts and other parliamentary publications are factually and grammatically correct.

Duties

- a) Edits transcripts and other parliamentary publications;
- b) Ensures that parliamentary terminology, legislative references, and official titles are accurately reflected;
- c) Maintains consistency with Parliament's editorial standards and formatting guidelines and publications standard;
- d) Ensures the timely and accurate production of the daily Hansard within established deadlines;
- e) Liaises with Members and staff where clarification is required;
- f) Maintains proper archiving and indexing of Hansard records;
- g) Organizes pre-sitting briefs for Editors and parliamentary Reporters; and,
- h) Handles requests for transcripts.

Qualifications and Experience

A Bachelor's Degree in Linguistics or Humanities or Languages or another closely related discipline with two (2) years' experience in transcription and editorial work. Applicants with demonstrated experience in editing official or legislative publications or proficiency in computer-assisted transcription and editorial software will have an added advantage.



Vacancy Number : PSC/1/16/26
Post : Chief Audio-Visual Technician
Grade : NA 8
Responsible to : Senior Audio Visual Production Officer
Responsible for : Senior Audio-Visual Technician

Purpose of the Job

To ensure the provision of high-quality audio-visual services for parliamentary proceedings, committee meetings, and other official events.

Duties

- a) Plan, manage, and supervise the operation of all parliamentary audio-visual systems.
- b) Ensures uninterrupted technical support during parliamentary proceedings.
- c) Coordinates repairs, servicing, and replacement of defective equipment.
- d) Maintains equipment inventories and technical documentation.
- e) Supports television, radio, and online broadcasting of parliamentary proceedings.
- f) Ensures professional production standards for all audio-visual materials.
- g) Develops technical specifications for procurement of audio-visual equipment.
- h) Participates in ICT, broadcasting and other audio-visual infrastructure projects.

Qualifications and Experience

A Bachelor's Degree in Electronic Engineering or Telecommunications or another closely related discipline with two (2) years' work experience in Audio-Visual systems management. Applicants with demonstrated experience in live television broadcasting, digital broadcasting systems, video production or streaming technologies will have an added advantage.



Vacancy Number : PSC/1/17/26
Post : Policy and Planning Officer
Grade : NA 8
Responsible to : Principal Policy and Planning Officer

Purpose of the Job

To support the development, implementation, monitoring, and evaluation of Parliament's policies, strategic plans, programmes, and institutional performance frameworks.

Duties

- a) Participates in the formulation, review, and implementation of institutional policies.
- b) Monitors policy implementation and assess outcomes.
- c) Assists in the preparation and review of Parliament's Strategic Plan.
- d) Supports departments in developing and monitoring annual work plans
- e) Organises quarterly, annual, and ad hoc performance reports.
- f) Prepares policy papers, planning reports, concept notes, and briefing documents.
- g) Supports programme-based budgeting and resource planning.
- h) Assists in the collaboration with government ministries, development partners, and other stakeholders on planning-related matters.

Qualifications and Experience

A Bachelor's Degree in Economics or another closely related discipline with two (2) years' relevant work experience in policy analysis, strategic planning or programming planning and management. Applicants with demonstrated experience in policy development and strategic planning processes in public institutions will have an added advantage.



Vacancy Number : PSC/1/18/26
Post : Internal Auditor
Grade : NA 8
Responsible to : Principal Internal Auditor

Purpose of the Job

To assist in providing independent and objective assurance and advisory services that improve the Parliament's governance, risk management, and internal control systems.

Duties

- a) Assists in conducting internal audits in accordance with approved audit plans and professional standards;
- b) Examines financial, operational, and administrative systems to assess compliance and effectiveness;
- c) Supports preparation of audit working papers and supporting documentation;
- d) Conducts risk assessment and recommends measures to strengthen internal controls;
- e) Evaluates the effectiveness of internal control systems;
- f) Prepares and follow-up audit reports implementation;
- g) Contributes to the review of policies, procedures, and systems;
- h) Participates in special audits and investigations; and,
- i) Maintains audit files and working papers.

Qualifications and Experience

A Bachelor's Degree in Accounting or Finance or another closely related discipline with two (2) years' work experience in audit. Must be registered and in good standing with the Malawi Accountants Board and membership of either the Institute of Chartered Accountants in Malawi or the Institute of Internal Auditors in Malawi. Applicants with demonstrated expertise in public sector auditing and having a professional accounting qualification will have an added advantage.



Vacancy Number : PSC/1/19/26
Post : Administrative Officer
Grade : NA 8
Responsible to : Principal Administrative Officer
Responsible for : Office Superintendent

Purpose of the job

To provide administrative and operational support by coordinating office administration, facilities management, transport and general administrative services.

Duties

- a) Monitors compliance with administrative policies, procedures, and standards;
- b) Coordinates fleet, office accommodation, furniture, equipment, and supplies;
- c) Ensures office equipment is properly maintained and functional;
- d) Monitors utilisation of office resources and recommend improvements;
- e) Assists in the management and maintenance of Parliament buildings, offices, and other facilities;
- f) Maintains administrative records, files, and correspondence;
- g) Assists in the preparation and monitoring of administrative budgets and work plans; and,
- h) Prepares periodic administrative reports for management.

Qualifications and Experience

A Bachelor's Degree in Public Administration or Business Administration or another closely related discipline with two (2) years' work experience in administration or office management. Applicants with demonstrated experience of fleet management, facilities management or general management will have an added advantage.



Vacancy Number : PSC/1/20/26
Post : Systems Support Officer
Grade : NA 8
Responsible to : Principal Systems Administrator

Purpose of the Job

To provide technical support, maintain computer systems and networks, and ensure ICT services run smoothly for Parliament staff and Members.

Duties

- a) Assist installation, configuration, and maintenance of computers, software, and network equipment;
- b) Provides technical support and troubleshoot hardware, software, and network issues;
- c) Manages user accounts, passwords, and access rights;
- d) Monitors system performance and ensure systems are secure and available;
- e) Performs system updates, backups, and routine maintenance;
- f) Assists with ICT projects, system upgrades, and new technology implementations;
- g) Maintains records of support requests and prepares basic ICT reports; and,
- h) Trains and assists users on ICT systems and applications.

Qualifications and Experience

Bachelor's Degree in Computer Science or Information Technology or another closely related discipline with two (2) year in ICT support. Applicants with professional certification such as COMPTIA A+, COMPTIA Network+, or an equivalent recognised professional certification will have an added advantage.



Vacancy Number : PSC/1/21/26
Post : Senior Assistant Photographer
Grade : NA 9
Responsible to : Protocol Officer

Purpose of the Job

To provide professional photography services by documenting official parliamentary engagements while maintaining an accurate photographic record of protocol activities and assisting in promoting the corporate image of the Parliament of Malawi.

Duties

- a) Assists in coordinating photography assignments during parliamentary events and other official requirements;
- b) Captures high-quality photographs of official parliamentary ceremonies and other protocol events;
- c) Maintains a comprehensive visual record of protocol and ceremonial activities;
- d) Ensures key events are documented accurately for historical, archival, and communication purposes;
- e) Edits, enhances, and prepares photographs for official publications, reports, newsletters, social media platforms, and the Parliament website;
- f) Operates and maintains cameras, lighting equipment, lenses, and other photographic accessories;
- g) Troubleshoots and conducts routine equipment checks and report faults or maintenance requirements;
- h) Attends preparatory meetings and site visits to determine photographic requirements; and,
- i) Ensures photography activities comply with diplomatic protocol, security arrangements, and ceremonial procedures.

Qualifications and Experience

A Diploma in Photography or Photojournalism or Media Studies or Visual Arts or another closely related discipline with two (2) years' work experience in professional photography covering official, governmental, diplomatic or ceremonial events. Applicants with demonstrated experience in digital photography, photo editing, and photographic archiving will have an added advantage.



Vacancy Number : 1/22/26
Post : Assistant Human Resource Management Officer
Grade : NA 10
Responsible to : Senior Assistant Human Resource Management Officer
Responsible for : Senior Clerical Officer

Purpose of the job

To assist in the delivery of human resource management services by supporting the implementation of recruitment and selection, performance management, staff development, employee relations, records management, and other human resource functions.

Duties

- a) Assists in coordinating recruitment, selection, appointment, confirmation, promotion, transfer, and separation processes;
- b) Reconciles and updates the Staff Return and human resource statistics;
- c) Assist in the administration of systems for leave, office attendance, probation and confirmations;
- d) Supports the implementation of the Performance Management System;
- e) Assists in coordinating staff training programmes activities;
- f) Provides administrative support in the management of disciplinary, grievance, and employee welfare matters;
- g) Responds to routine Members and staff enquiries on human resource matters;
- h) Assists in implementing employee wellness and engagement initiatives;
- i) Assists in administering payroll, allowances and benefits for Members and staff benefits;
- j) Assists in reviewing and implementing human resource policies and procedures; and,
- k) Prepare routine correspondence, reports, and submissions on human resource matters.

Qualifications and Experience

Diploma in Human Resource Management or Human Resource Development or another closely related discipline with two (2) years' work demonstrated experience in public sector human resource management will have added advantage. Applicants with practical knowledge and experience in public sector human resource policies and human resource information system will be added advantage.



Vacancy Number : PSC/1/23/26
Post : Broadcasting Camera Operator
Grade : NA 10
Responsible to : Senior Studio Technician

Purpose of the Job

The role ensures the production of high-quality visual content that accurately reflects parliamentary business or official events and complies with established broadcasting standards.

Duties

- a) Plans and operates broadcast cameras during live and recorded parliamentary proceedings, committee meetings, press briefings, and official events;
- b) Collaborates and executes camera shots in accordance with the production's instructions and established broadcasting protocols;
- c) Ensures smooth camera movements, framing, focus, exposure, and composition to produce high-quality images;
- d) Performs video editing and graphic design;
- e) Troubleshoots and conducts routine inspections and minor maintenance of cameras, lenses, tripods, and accessories;
- f) Reports equipment faults and coordinate repairs or servicing;
- g) Ensures recorded footage is correctly labelled, stored, and transferred in accordance with established procedures;
- h) Monitors picture quality and ensure compliance with broadcasting and technical standards;
- i) Operates equipment safely and ensure compliance with occupational health and safety requirements;
- j) Observes parliamentary broadcasting protocols, editorial standards, and security procedures; and,
- k) Maintains confidentiality and impartiality in the coverage of parliamentary proceedings.

Qualifications and Experience

A Diploma in Television Production or Media Studies or another closely related discipline with two (2) years' work demonstrated experience in broadcast camera operations or audio-visual productions. Applicants with work experience in videography, camera shooting, creative editing or graphic design will have an added advantage.



Vacancy Number : PSC/1/24/26
Post : Assistant Horticulturist
Grade : NA 10
Responsible to : Catering and Cleaning Officer

Purpose of the Job

To assist in the development, maintenance, and beautification of Parliament's gardens, lawns, landscapes, and green spaces by undertaking horticultural activities that promote a clean, safe, and aesthetically pleasing environment.

Duties

- a) Manages landscaping service contract;
- b) Assists in the establishment and maintenance of lawns, flower beds, ornamental plants, shrubs, and trees;
- c) Oversees maintenance of landscaped areas in accordance with approved horticultural standards;
- d) Monitors the health of plants, lawns, and trees and recommend appropriate interventions;
- e) Supervises in mowing lawns, trimming hedges, clearing pathways, and maintaining outdoor recreational and ceremonial areas;
- f) Ensures Parliament grounds are clean, attractive, and free from environmental hazards;
- g) Promotes environmentally sustainable horticultural practices;
- h) Supports tree planting, landscaping, water conservation, and waste management initiatives;
- i) Assists in preparing Parliament grounds for official ceremonies, state functions, and other events; and,
- j) Guides and monitors compliance the service contract regarding environmental, health, and safety standards.

Qualification and Experience

A Diploma in Horticulture or Landscape Management or another closely related discipline with two (2) years' work demonstrated experience in horticulture, landscaping or ground maintenance.

Method of Application

Interested and qualified applicants should send their application letters and detailed Curriculum Vitae with three traceable referees, copies of certified Educational and Professional Certificates not later than **21st August 2026**.

**The Secretary
Parliamentary Service Commission
Private Bag B362
LILONGWE 3.**

Please clearly indicate the position applied for on the envelope.

