



VACANCY ANNOUNCEMENTS

About Millennium Challenge Account-Malawi II

The Government of Malawi signed a five-year agreement (“Compact”) with the Millennium Challenge Corporation (“MCC”) to fund specific programs targeted at reducing poverty and stimulating economic growth. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investing in people. An Accountable Entity called the Millennium Challenge Account-Malawi II (“MCA-Malawi II”) has been created and designated by the Government of Malawi to implement the Compact.

Malawi Compact

The Compact consists of three projects, namely:

1. The Accelerated Growth Corridors Project (AGC) will focus on reducing transport costs in targeted rural areas. Under the AGC Project, the Road Corridor Improvement (RCI) Activity will target investment in physical upgrades and improvements across different classes of roads within four selected Accelerated Growth Corridors (AGCs) to improve rural access by addressing road conditions and reducing transport costs. The Policy and Institutional Reform and Capacity Building (PIR) Activity will focus on assisting the Government to address policy, legislative, institutional, and funding issues to ensure that road transport in AGC areas is well-maintained and managed.
2. The Increased Land Productivity Project will focus on improving land services, strengthening conditions for increased investment in land and better-functioning land markets through two main activities: the Land Administration Resourcing and Institutions Activity – which will support development, adoption, and implementation of reforms to expand national land-based revenues and address institutional change – and the City Council Land-Based Revenue

Modernization Activity, which will expand coverage and collection of land-based revenues, to increase resources for key services and increase investment in land and finally.

3. The American Catalyst Facility for Development Project will focus on facilitating U.S. International Development Finance Corporation (DFC) investment in Malawi to catalyze increased private investment consistent with Compact objectives and increase the scale and impact of the Compact.

1. Driver – (6 Positions)

Position Objective

The Driver plays a crucial role in supporting MCA-Malawi II by providing reliable and safe transportation services for staff, visitors, and project partners. The Driver is responsible for the efficient operation and maintenance of MCA-Malawi II vehicles while adhering to relevant laws, regulations, and policies.

Duties and Responsibilities

- Provide safe, timely, and courteous transportation for MCA-Malawi II staff, visitors, and project partners to various locations, including meetings, events, and project sites.
- Ensure that MCA-Malawi II vehicles are well-maintained, clean, and in good working condition always.
- Conduct regular vehicle inspections, report any issues or concerns, and arrange for repairs and maintenance as needed.
- Maintain accurate and up-to-date vehicle records, including mileage logs, fuel consumption, maintenance history, and any other required documentation.
- Comply with all local traffic laws, regulations, and MCA-Malawi II policies regarding vehicle use and safety.
- Assist with the loading, unloading, and transportation of equipment, materials, and supplies as required.
- Provide support in navigating and planning routes, taking into consideration traffic conditions, road closures, and other factors that may impact travel time.
- Communicate professionally and courteously with passengers, MCA-Malawi II staff, and external stakeholders.
- Provide assistance in administrative tasks, such as photocopying, filing, or running errands, as required.
- Perform additional tasks and responsibilities as assigned.

Education

- MSCE or equivalent.
- Valid driver's license with a clean driving record.
- Defensive driving license is required.

Experience

- Minimum of five (5) years of professional driving experience, preferably within an international organization, government, or private sector environment.
- Familiarity with Malawi traffic laws, regulations, and driving customs.
- Proficiency in basic vehicle maintenance and the ability to identify and report issues.
- Knowledge of local geography, including the locations of key government offices, project sites, and other relevant destinations.
- Basic understanding of navigation tools, such as GPS devices or smartphone applications.

How to apply

Applications for these positions should be sent to: recruitment@mca-malawi2.gov.mw

Applications should be accompanied by the following documents:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of education and professional certificates (if available).

The closing date for receiving applications is **11th March 2024**. Please note that only applications received through recruitment@mca-malawi2.gov.mw will be considered. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews. Interested applicants should indicate the position title in the subject line of the email.