



OFFICE OF THE OMBUDSMAN

The Office of the Ombudsman is a Public body established under the Malawi Constitution section 123 to investigate any and all cases where it is alleged that a person has suffered injustices and it does not appear that there is any remedy reasonably available by way of appeal from court or where there is no other practicable remedy.

The Ombudsman now invites applications from suitably qualified persons to fill the following vacant positions:

- | | | |
|------------------------|---|--|
| Job Title/Grade | : | Principal Accountant (A7) |
| Responsible to | : | Under Secretary |
| Duty Station | : | Headquarters, Lilongwe |
| Salary Scale | : | MK2, 809,020.00 – MK3, 326,604.00 per Annum |

Duties

- Ensuring that accounting procedures are always adhered to
- Supervising subordinate staff
- Coordinating and advising on financial matters
- Monitoring expenditure including bank balances
- Authorizing payment vouchers, voucher lists consolidating annual budget estimates
- Producing monthly cash flows and final accounts
- Dealing with audit queries

Job Specifications

Qualifications

- Bachelor's Degree in Accountancy plus 5 years working experience in the Public Service, possession of a Masters' Degree in Finance, Accountancy or Business Administration will be an added advantage.

Skills/Personal attributes

- Team builder and ability to work without supervision.
- Computer knowledge in Microsoft Office (word, excel, access) and other related packages.
- Knowledge of Government accounting procedures

2. **Job Title/Grade : Accountant (A9)**
Employment type : Contract
Responsible to : Principal Accountant
Duty Station : Headquarters, Lilongwe
Salary Scale : MK2, 135,760.00 – MK2, 472,768.00.00 per Annum

Duties

- Processing payment
- Maintaining cash control
- Authorizing payment vouchers
- Monitoring receipts and expenditure
- Maintaining cash transfers
- Following up on monthly funding
- Reconciling ORT and development accounts
- Maintaining and balancing ledgers
- Participating in the Preparation of annual budgets

Job Specifications

Qualifications

- A degree in Accountancy or Business Administration, or its equivalent

Skill/Personal attributes

- Team builder and ability to work without supervision
- Computer knowledge in Microsoft Office (word, excel, access) and other related packages
- Good knowledge of Government accounting procedures

- 3. Job Title/Grade : Assistant Accountant (B11)**
Responsible to : Accountant
Employment type : Contract
Duty Station : Headquarters, Lilongwe
Salary Scale : MK1, 394,220.00 – MK1, 539,228.00 per Annum

Duties

- Preparing bank reconciliation statements
- Preparing cash controls
- Supervising junior Accounts Officers
- Maintaining expenditure cash book
- Maintaining and reconciling salary suspense ledger and accounts
- Advising on salaries/ advances ledger and cash book related matters
- Issuing cheques on all accounts

Job Specifications

Qualifications

- PAEC Diploma or Diploma in Business Studies and a thorough understanding of IFMIS operations would be an added advantage.

Skills/Personal attributes

- Team builder and ability to work without supervision
- Computer knowledge in Microsoft Office (word, excel, access) and other related packages
- Knowledge of Government accounting procedures

Method of application:

Interested candidates should submit applications attaching comprehensive Curriculum Vitae, copies of all certificates, which will not be sent back and addresses of three traceable referees to reach the undersigned not later than 16th December, 2016.

The Ombudsman
Office of the Ombudsman
St. Martin's House
P/ Bag 348
LILONGWE 3

Attention: The Principal Human Resource Management Officer

Hand delivered to St Martin's House, Lilongwe: Room 17

PLEASE INDICATE ON THE ENVELOPE THE POSITION BEING APPLIED FOR. ONLY SHOTLISTED APPLICANTS WILL BE ACKNOWLEDGED

"THE OMBUDSMAN IS AN EQUAL OPPORTUNITY EMPLOYER