



Public Procurement and Disposal of Assets

ADVERTISEMENT

The Public Procurement & Disposal of Assets Authority (PPDA) was established by an Act of Parliament to regulate the procurement and disposal of Public Assets in Malawi. PPDA mission is to provide a professional, efficient, and effective regulatory, monitoring and oversight function on all public procurement and disposal matters. To accomplish its mission, PPDA is inviting applications from suitably qualified and experienced candidates to fill the following vacant positions.

Job Title : Director of Regulatory Review, Monitoring and Compliance
Grade : PPDA 3
Location : PPDA Offices, Lilongwe

Purpose of the Job

Reporting to the Director General, the Director of Regulatory Review, Monitoring and Compliance will be responsible for strategic planning, delivery and coordination of public procurement monitoring and compliance policies, regulations and desk instructions.

Key Duties and Responsibilities

Specifically, he/she will be required to perform the following duties and responsibilities.

- Co-ordinate the development, execution and management of all regulatory review, monitoring and compliance enforcement plans and programs
- Develop policies, strategies, and regulations for public procurement and disposal of assets monitoring and compliance.
- Review and guide assessment of monitoring and compliance reports at start of financial year for long-term, short-term programs, to ensure quality control and maintenance of standards and achievement of agreed targets.
- Manage and coordinate contract risk management practices.
- In liaison with the Ministry of Justice co-ordinate the formulation, development, maintenance and update or draft amendments to legislation

and all related documents and providing legal advice and interpretation of legal of each submission for prior review.

- Act as a Secretary to the relevant Committee of the Board in conducting administrative reviews and debarment hearings.
- Liaise with internal and external stakeholders on all legal matters pertaining to Public Procurement and Disposal of Assets Act.
- Process, maintain and update a list of all de-barred Bidders and Suppliers
- Manage suppliers' registration process and maintain supplier database
- Regulate the procurement environment and review complaints from Bidders.
- Lead in conducting of prior reviews
- Manage all the PDE's allocated under him/her and ensure compliance on the submission of the Procurement Plans, Reports, Levy's and enforce non complaints
- Consolidate and submit quarterly reports on procurement and disposal activities carried out by PDE's in relation to the submission of Procurement Plans, Reports and levy to help the Authority provide an annual report to the Minister.
- Lead in the formulation of the compliance and enforcement strategy to ensure that PDE's comply with the submission of the Procurement Plans, Reports and Levies
- Any other duties as assigned from time to time

Qualifications and Experience

- Applicants must have Master's degree and Bachelor's degree in either Procurement, Purchasing and Logistics, Purchasing and Supply Chain Management, Business Administration, Economics, Finance, Accountancy, Commerce, Engineering, Social Science, Public Administration or Law with a minimum of seven (7) years' experience in procurement or related field at senior management level
- Must be a paid Member of CIPS/MIPS or any related professional body.

Requisite Knowledge, Abilities and Skills

- Good knowledge of Malawi Government's public procurement and disposal policies.
- Thorough knowledge of audit and compliance procedures and guidelines.
- Expert understanding of contract law, fair trading, freedom of information and other applicable legislation.

- Thorough knowledge of agency procurement and accounting systems, delegations and reporting requirements.
- Ability to lead a multi-disciplinary team of professionals
- Strategic Management Skills
- Strong analytical and interpersonal skills
- Strong organizational skills, versatility, ability to multi-task and meet deadlines.
- Excellent communication skills (oral and written)
- Ability to work as a team member with leadership skills for coaching and developing employees.
- Mature and good communicator with adequate negotiating skills
- Computer literacy

Job Title : Director of Corporate Services
Grade : PPDA 3
Location : PPDA Offices, Lilongwe

Purpose of the Job

Reporting to the Director General, the Director of Corporate Services plays a crucial role in ensuring the smooth functioning of the Authority. In overall, the responsibilities of the Director of Corporate Services extend beyond administrative tasks to encompass company secretarial services, effective and efficient, human resource, planning and research, public relations, legal services, and stakeholder engagement.

Key Duties and Responsibilities

Specifically, he/she will be required to perform the following duties and responsibilities.

- Providing advice to the Authority on legal interpretation of relevant laws in respect to the operations and business transactions of the Authority like drafting and vetting agreements, Memoranda of Understanding and contracts for the Authority and any other related legal advice on matters affecting the Authority.
- Taking lead in conducting litigations initiated by and against the Authority before the appropriate courts in close coordination with the concerned Authority's retainer lawyers
- Giving strategic leadership to the Authority's corporate affairs, creating a culture of effective and efficient services by developing policies and systems that ensure compliance with all statutory requirements.
- Developing and managing effective relationships with external partners and agencies to enhance the Authority's visibility, performance, reputation, and image.

- Working closely with the Director General and the Board Chairperson in offering secretarial services to the Board of Directors of the Authority by among others formulating agenda, drafting notices, and facilitating preparation of board packs, taking minutes and board reports, communicating resolutions and dealing with all matters deliberated by the Board.
- Taking lead in planning and research services of the Authority and preparing and publishing Annual Reports of the Authority.
- Developing departmental key performance objectives in accordance with the strategic plan and ensure that the specific objectives are cascaded to all the divisions under his/her supervision so that annual performance objectives of the employees under his/her charge are reviewed biannually.
- Preparing and submitting departmental monthly and quarterly reports as required.
- Taking lead in the development and implementation of the Communications Strategy and Corporate Social Responsibility initiatives for the Authority to build and maintain a positive social and corporate image of the Authority.
- Consolidating the Authority's annual work plans in line with the Authority Strategic Plan.
- Contribute to the formulating of the Annual budget of the Authority in conjunction with the Director of Finance..
- Any other duties assigned from time to time.

Qualifications and Experience

- Applicants must have a Master's degree in law and Bachelor of Law (Honours) with the minimum of seven (7) years' work experience at Senior Management Level in a busy organization. Working experience as Company Secretary is preferred.
- Must be a Member of Malawi Law Society

Requisite Knowledge, Abilities and Skills

- Strong planning and research skills
- Strong communication, social and interpersonal skills
- Good analytical and negotiation skills
- Ability to multi-task and meet deadlines.
- Meticulous attention to details
- Excellent organizational skills
- Good grasp of laws, legal compliance and able to navigate the legal landscape
- Proficiency in documentary and reporting
- Strong persuasion/influencing skills.

- Quick learner; Self-starter and proactive

Mode of Application

Qualified candidates with the specified qualifications, experience, Knowledge, abilities, and skills should submit their application letters, certificates together with a detailed curriculum vitae with names and contact details of at least three traceable referees by **31st March 2026**, to **The Comptroller of Statutory Corporations, Private Bag 30061, Capital City, Lilongwe 3. Email: recruitment@ppda.mw**. Only shortlisted applicants will be acknowledged.

PPDA is an Equal Opportunity Employer and encourages applications from all qualified individuals regardless of race, color, sex, language, religion, political or other opinion, nationality, ethnic or social origin, disability, property, birth, marital or other status or family responsibilities.
