THE REPUBLIC OF MALAWI

MALAWI JUDICIARY

JUDICIARY APPOINTMENTS AND DISCIPLINARY COMMITTEE

EXTERNAL VACANCIES

Applications are invited from suitably qualified Malawians to fill the vacancies existing in the Malawi Judiciary.

JUD/ADC Vac. 4/24

Post: Court Clerk (Grade M/CS11)

Reporting to: Senior Court Clerk

Location: Across all Courts in Malawi

Qualifications: *Applicants should be in possession of Malawi School Certificate of Education (MSCE) or O-Level and a Certificate in either of the following: Paralegal Studies, Law, Communication Studies/Journalism, Business Administration/Management, Business Information Systems/Information Technology, or Human Resources Management/Development, which was obtained from accredited institution.*

Duties:

1. Registering case files (both civil and Criminal).
2. Receiving complaints from clients.
3. Interpreting Court proceedings.
4. Preparing monthly case returns.
5. Receiving and filing Court documents.

23(b)/(ii)/24

REGISTRAR OF THE HIGH COURT
28 AUG 2024
P.O. BOX 30244, CHICHIRI
BLANTYRE 3, MALAWI

JUD/ADC Vac. 5/24

Post: Stores Clerk (Grade M/CS11)

Reporting to: Stores Supervisor

Location: Blantyre, Lilongwe, Mzuzu, Zomba

Qualifications: *Applicants should be in possession of Malawi School Certificate of Education/O-Level with passes in both English and Mathematics and a Certificate in Procurement and Supply chain or Stores from accredited institution.*

Duties:

1. Receiving and issuing items;
2. Conducting stock reviews
3. Preparing receipt vouchers for goods received;
4. Reporting surpluses, theft, any discrepancies and maintaining stores records;
5. Keeping goods in safe custody and issuing stores; and
6. Upkeeping of storage areas.

23(d)/24

Note: Documentary evidence of major requirements specified in the advertisement shall be required during interviews.

Interested candidates should submit their application letters **attaching copies of:** relevant certificates, National Identity Card (ID) and Curriculum Vitae to: -

The Chairperson,
Appointment and Disciplinary Committee
Malawi Judiciary
P.O. Box 30244,
Chichiri,
Blantyre 3

To reach her not later than 17th September, 2024

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