



The Government  
of the Republic  
of Malawi

## THE JUDICIAL SERVICE COMMISSION

### INTERNAL VACANCIES

**419- 426**

Applications are invited from suitably qualified Malawians, Civil Servants or non-civil servants, as the case may be, depending on the requirements of the post, for the vacancies listed below existing in the Judiciary:

**Post:** Assistant Sheriff (Grade CS7)  
**Salary:** Within the Grade CS7 salary scale segment  
**Location:** Blantyre, Lilongwe, Zomba and Mzuzu

**Qualifications:** Applicants should be serving officers regardless of experience, in possession of Bachelor's degree in any of the following fields: Public Administration, Business Management/Administration, Human Resource Management and Social Sciences obtained from accredited institutions.

**Duties:**

- (a) Executing the following orders:
  - i. Warrant of execution/Seizure and Sale Orders;
  - ii. Order for possession of land;
  - iii. Order for delivery of goods;
  - iv. Order to do or not to do a thing;
  - v. Writ of delivery;
  - vi. Warrant of commitment;
  - vii. Warrant of distress; and
  - viii. Any other order that a court of competent jurisdiction may issue.
- (b) Responsible for safe custody and proper storage of seized goods;
- (c) Conducting sale and disposal of seized goods in accordance with the law.

**(419/47(c)/24)**

**Vac. 04/25**

**Post:** Assistant Accountant (Grade CS9)  
**Salary:** Within the Grade CS9 salary scale segment  
**Location:** Blantyre, Lilongwe, Zomba and Mzuzu

**Qualifications:** Applicants should be serving Accounts Assistants (Grade CS11) within the Judiciary, with a minimum of four (4) years' experience in that post.

**Duties**

- (a) Entering transaction into subsidiary and general ledgers;
- (b) Supervising Accounts Assistants;
- (c) Preparing monthly and monthly returns of expenditure and revenue;
- (d) Maintaining advances ledger and advances return;
- (e) Filling of paid voucher;
- (f) Reconciling accounts with tabulation from the Accountant General;
- (g) Maintaining cheque register and card unit's registers;
- (h) Reconciling VAT/surtax, WHT PAYE accounts.

(424/14/25)

**Vac. 02/25**

**Post** : Shorthand Typist/Stenographer (Grade CS9)

**Salary** : Within the Grade CS9 salary scale segment

**Location** : Blantyre, Lilongwe, Zomba and Mzuzu

**Qualification:** Applicants should be Copy Typists (Grade CS11), within the Judiciary, with a minimum of 4 years' experience in that post.

**Duties:**

- (a) Managing appointments of the Judge/Head of Section;
- (b) Undertaking reception duties;
- (c) Typing letters, memos, correspondence, loose minutes, reports;
- (d) Arranging travel and accommodation bookings:- liaising with appropriate action officers on accommodation and other related expenses for the Judge/Manager;
- (e) Serving refreshments: - arranging for procurement of refreshments, serving the Judge/Manager in the office and in meetings arranged by the Judge/Manager;
- (f) Taking minutes of departmental meetings particularly those chaired by the respective Head of Section.

(426/24(d)(i)/25)

**Note: Documentary evidence of major requirements specified in the advertisement shall be required during interviews. Serving officers will also be required to demonstrate during the interviews that they are permanent and pensionable officers in the Judicial Service by producing letters of confirmation in appointment in addition to letters of condition of appointment on probation (PSR 19).**

Judicial Service Commission is an equal opportunity employer. Interested qualified candidates should submit their application letters together with copies of relevant Certificates and Curriculum Vitae to: -

**The Secretary  
The Judicial Service Commission  
P.O. Box 30133  
Lilongwe 3**

**To reach her not later than 29<sup>th</sup> August, 2025.**