



The Government of
the Republic of Malawi

THE JUDICIAL SERVICE COMMISSION

INTERNAL ADVERTISEMENT

428- 429

Applications are invited from suitably qualified serving officers within the Malawi Judiciary for the vacancies listed below:

Vac. 04/25

Post : First Grade Magistrate (Grade JS 12)

Salary : Within the Grade JS12 salary scale segment

Location : Across Judicial Regions

Qualification : Applicants should be serving officers within the Judiciary, in possession of a Bachelor of Laws (LLB) obtained from accredited institutions.

Duties:

- (a) Exercising criminal and civil jurisdiction in accordance with the Laws of Malawi and within the limits prescribed for Magistrates of his or her work;
- (b) Hearing and determining cases assigned to him or her, ensuring fairness, efficiency and adherence to legal procedure.
- (c) Maintaining accurate court records and ensure proper documentation of case proceedings and outcomes;
- (d) Referring matters that fall outside his or her jurisdiction to a higher- ranking Magistrate court, in accordance with legal procedures;
- (e) Assisting in the allocation and management of cases at the Court Centre, where delegated by the Senior Resident Magistrate;
- (f) Upholding judicial ethics, impartiality and the integrity of the court at all times;
- (g) Representing the Judiciary District Executive Committee (DEC) Meetings or other local forums when assigned;
- (h) Performing any other judicial or administrative duties as may be assigned by the Senior Resident Magistrate or higher authority.

(429/42(i)/25)

Vac. 05/25

Post : **Human Resource Management Officer (Grade CS7)**

Salary : Within the Grade CS7 salary scale segment

Location : **Blantyre**

Qualification : Applicants should be serving Assistant Human Resource Management Officers (Grade CS9/K) within the Judiciary, with a minimum of four (4) years' experience in that post or serving officers within the Judiciary in possession of a Bachelor's Degree in any of the following fields: Human Resource Management, Human Resource Development, Business Administration and Public Administration obtained from accredited institutions.

Duties

- (a) Administering and interpreting conditions of service of the Judiciary;
- (b) Processing requests of appointment, confirmation and promotions;
- (c) Initial processing of disciplinary cases;
- (d) Preparing estimates of personal emoluments;
- (e) Supervising subordinates;
- (f) Any other duties as assigned from time to time by Supervisor.

(428/37(g)/25)

Vac. 06/25

Post : **Law Clerk (Grade CS9)**

Salary : Within the Grade CS9 salary scale segment

Location : **Across Judicial Regions**

Qualification : Applicants should be serving Senior Court Clerks (Grade CS10/L), with a minimum of four (4) years' experience in that post, or serving officers within the Judiciary in possession of a Diploma in Law from accredited institutions.

Duties:

- (a) Interpreting Court Proceedings;
- (b) Supervising Senior Court Clerks on the filling and issuing of legal documents;
- (c) Keeping custody of court records and exhibits;
- (d) Dealing with correspondences relating to Judicial work and other administrative work;
- (e) Any other duties assigned from time to time by the Supervisor.

(428/37(h)/25)

Vac. 07/25

Post : Assistant Human Resource Management Officer (Grade CS9)
Salary : Within the Grade CS9 salary scale segment
Location : Lilongwe

Qualification : Applicants should be serving Senior Clerical Officers (Grade CS10/L) in possession of ABE/ABMA Diploma level 5 in any of the following fields: Human Resource Management, Human Resource Development, Business Administration, Business Management and Public Administration obtained from recognized institutions.

Duties

- (a) Reporting vacancies that should be tabled at either Judicial Service Commission or Appointments and Disciplinary Committee;
- (b) Preparing shortlist for submission to Judicial Service Commission or Appointments and Disciplinary Committee;
- (c) Serving as a member of Secretary on an interview board;
- (d) Ensuring that subordinates perform their duties to the required standard;
- (e) Ensuring that discipline is maintained among junior staff;
- (f) Assisting in the interpretation of terms and conditions of service for Judicial Officers and Members of staff among other legislation;
- (g) Any other duties assigned from time to time by the Supervisor.

(428/37(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 23rd January, 2026