



Accelerating Malawi's Economic Growth

VACANCIES FOR THE POSTS OF SENIOR PUBLIC RELATIONS OFFICER (GRADE RA5), DRIVER (GRADE RA11) AND SECURITY GUARD (GRADE RA12)

The Roads Authority (RA) is a Statutory Corporation created by Act No. 3 of 2006 to ensure that public roads are constructed, maintained or rehabilitated at all times; and to advise the Minister, and where appropriate, the Minister responsible for Local Government on the preparation and efficient and effective implementation of the Annual National Roads Programme.

The Roads Authority (RA) is inviting applications from suitably qualified Malawians to fill the vacant posts of Senior Public Relations Officer (Grade RA5), Driver (Grade RA11) and Security Guard (Grade RA 12).

1. Senior Public Relations Officer

The Senior Public Relations Officer will be responsible for implementation of public relations activities, policies, programs and plans to ensure the visibility and good reputation of the Authority.

The Senior Public Relations Officer reports to the Chief Executive Officer and will specifically be responsible for:

- i) Creating and maintaining a positive corporate image of the Authority and promoting the interests of stakeholders;
- ii) Organising and coordinating corporate events such as road shows, civic education campaigns and corporate social responsibility programmes;
- iii) Developing and maintaining good rapport with the media by responding to their queries, giving media updates and press releases;
- iv) Participating in the development and production of corporate publications including Annual Reports;
- v) Analysing media issues and advising management accordingly;
- vi) Creating, posting and managing content on the Roads Authority website in collaboration with Information Communication Technology Division;
- vii) Creating Articles for the media, general public and other stakeholders for awareness purposes;
- viii) Serve as a mouthpiece of the Authority;

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- ix) Carrying out staff sensitization on various matters using internal communication channels such as newsletters;
- x) Providing accurate and up to date information to stakeholders and members of the public and
- xi) Conducting corporate image audits and customer surveys.

The desired candidate must have the following qualifications, experience, knowledge, skills and abilities: -

- i) Bachelor's Degree in Journalism, Business Administration, Public Relations, Mass Communication, Media Studies or Marketing. Candidates with a Master's Degree in Journalism, Media Studies, Public Relations, Mass Communication or Marketing will have added advantage;
- ii) A minimum of four (4) years practical experience in a busy environment;
- iii) Good writing skills;
- iv) Good Analytical skills;
- v) Multi-tasking skills;
- vi) Strong communication and interpersonal skills;
- vii) A quick learner, self-starter and proactive and
- viii) Willingness to stretch and work under pressure, as and when required to do so.

2. Driver

The Driver is responsible for the movement of Roads Authority members of staff, parcels and goods.

Reporting to the Administration Officer, the Driver will specifically be responsible for:

- i) Driving staff on official duties;
- ii) Collecting and delivering roads authority goods, equipment and mail;
- iii) Checking the vehicle and carrying out minor maintenance to ensure that the vehicle is in a road worthy condition;
- iv) Updating vehicle logbooks on daily basis;
- v) Checking validity of vehicle documents such as certificate of fitness and insurance disks and report for timely renewal;
- vi) Reporting major faults and needs for service in a timely manner and
- vii) Ensuring that the vehicle is clean at all times.

The desired candidate must have the following qualifications, experience, knowledge, skills and abilities: -

- i) A Malawi School Certificate of Education (MSCE), a valid driving licence and a good track record;
- ii) At least 3 years working experience in a reputable organization;
- iii) Ability to work in a team environment and

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- iv) Ability to follow oral and written instructions.

3. Security Guard

The Security Guard is responsible for securing Roads Authority staff, property and premises. ***Reporting to the Administration Officer, the Security Guard will specifically be responsible for:***

- i) Patrolling the Roads Authority premises to monitor intrusion, damage and security breaches;
- ii) Supervising outsourced guard force;
- iii) Inspecting building access points to ascertain security;
- iv) Monitoring and authorising check in and check out of employees and visitors;
- v) Monitoring and preventing movement of prohibited items into and out of the Roads Authority premises;
- vi) Identifying and investigating suspicious behaviours, threats and irregular activities within or around the Roads Authority premises;
- vii) Providing visible presence to enforce safety and security and
- viii) Preparing and submitting security reports.

The desired candidate must have the following qualifications, experience, knowledge, skills and abilities: -

- i) A Malawi School Certificate of Education (MSCE) and a good track record;
- ii) At least 3 years working experience in a reputable organization;
- iii) Ability to work in a team environment and
- iv) Ability to follow oral and written instructions.

Qualified and interested individuals should submit their applications under a confidential cover together with detailed and updated Curriculum Vita that clearly stipulate the date of birth of the applicant, names of three traceable referees and copies of certificates to: -

**The Chief Executive Officer
Roads Authority
Private Bag B346
LILONGWE 3**

Closing date for the receiving of applications is **Friday, 21st February 2025.**

Only shortlisted candidates will be acknowledged.

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