MINISTRY OF HEALTH AND SANITATION

RECRUITMENT ADVERTISEMENT

PRESIDENTIAL INITIATIVE FOR MATERNAL HEALTH (PiMH) | REPRODUCTIVE HEALTH DEPARTMENT

The Ministry of Health and Sanitation, through the Reproductive Health Department (RHD), invites applications from suitably qualified and experienced candidates for four (4) Technical Assistant positions under the Presidential Initiative for Maternal Health (PiMH): SRHR, Monitoring and Evaluation (M&E), Procurement and Compliance.

The successful candidates will provide technical and operational support for the planning, coordination, implementation, monitoring and reporting of programmes designed to strengthen reproductive health services and improve maternal health outcomes in Malawi.

1. SEXUAL AND REPRODUCTIVE HEALTH AND RIGHTS (SRHR) TECHNICAL ASSISTANT

Purpose of the Position

To provide technical and programme management support to the RHD in coordinating and implementing SRHR programmes, with particular emphasis on PiMH and other Government- and development partner-funded initiatives. The postholder will work closely with the Director, programme coordinators and objective leads to promote timely, coherent and accountable implementation across funding streams.

Key Duties and Responsibilities

- Support the Director and programme coordinators in the day-to-day coordination and implementation of PiMH and other SRHR programmes within the RHD.
- Facilitate coordination among programme officers, objective leads, Government ministries, departments and agencies, development partners and other stakeholders.
- Track programme implementation against approved workplans, milestones and Government–development partner agreements, identifying delays and recommending corrective actions.
- Analyse SRHR interventions and financing across funding streams and geographical areas to identify duplication, gaps and opportunities for improved alignment and allocative efficiency.
- Support adherence to programme requirements, agreed procedures and reporting obligations, particularly under PiMH.
- Assist programme officers in preparing accurate, timely technical and progress reports in accordance with relevant agreements and reporting requirements.

Qualifications and Experience

- A Bachelor's degree in Medicine, Nursing, Project Management or a related field, together with a master's degree or other relevant postgraduate qualification in Medicine, Nursing, SRHR, Public Health or a related discipline.
- At least three (3) years of experience in SRHR programme implementation at a leadership or coordination level.

- Demonstrated experience working with Government systems and/or development partner-funded SRHR programmes.

Duration of Assignment

Up to twelve (12) months, with possible extension subject to satisfactory performance, programme requirements and availability of funds.

2. MONITORING AND EVALUATION (M&E) TECHNICAL ASSISTANT

Purpose of the Position

To support the implementation, monitoring, evaluation and performance management of PiMH, ensuring that activities are tracked against approved workplans, budgets, the PiMH Results Framework and relevant Ministry policies and guidelines. The postholder will strengthen the availability, quality, analysis and use of programme data for decision-making, learning and accountability.

Key Duties and Responsibilities

- Support the operationalisation and maintenance of the PiMH M&E and reporting framework, including the Results Framework and relevant implementation and procurement tracking tools.
- Coordinate routine monitoring at national, district and health facility levels.
- Support the collection, compilation, validation, analysis and management of programme performance data.
- Track progress against approved workplans, budgets, indicators, targets and implementation milestones.
- Prepare and consolidate monthly, quarterly, semi-annual and annual programme performance reports.
- Conduct or support data quality assessments, verification exercises, field monitoring and supportive supervision visits.
- Maintain performance tracking systems and develop monitoring tools, dashboards and scorecards to inform management decisions.
- Use performance evidence and implementation trends to inform annual workplanning, budgeting and programme improvement.

Qualifications and Experience

- A Bachelor's degree in Economics, Statistics, Demography, Monitoring and Evaluation, Public Health or a related discipline; a relevant master's degree is an added advantage.
- At least two (2) years of relevant professional experience in M&E, programme performance management, project implementation or a related field.
- Experience monitoring health, development or development partner-funded programmes, preferably in the public health sector.
- Demonstrated competence in data collection, management, analysis, reporting, results frameworks, indicators, targets and M&E tools.
- Experience with data quality assessments, verification, field monitoring and implementation support.
- Knowledge of quantitative, qualitative and mixed-methods approaches.
- Proficiency in Microsoft Word, Excel and PowerPoint, and statistical software such as SPSS, Stata or equivalent.
- Strong analytical, report-writing, communication and presentation skills, and the ability to work with Government institutions, local authorities and implementing partners.
- Additional training in M&E, Project Management or Results-Based Management, and experience developing dashboards or scorecards, will be added advantages.

Duration of Assignment

Up to twelve (12) months, with possible extension subject to satisfactory performance, programme requirements and availability of funds.

3. PROCUREMENT TECHNICAL ASSISTANT

Purpose of the Position

To strengthen procurement planning, coordination, monitoring, documentation and contract management within the RHD, supporting the timely and cost-effective acquisition of goods, services and programme inputs in accordance with applicable Government procurement requirements and relevant development partner agreements.

Key Duties and Responsibilities

- Support the preparation, updating and implementation of programme-specific procurement plans.
- Coordinate procurement activities with the Ministry's Central Procurement and Supplies Unit and relevant technical departments, within established institutional mandates.
- Monitor procurement processes from requisition and solicitation through evaluation, award, delivery and contract close-out.
- Review Procurement Requisitions and supporting documentation
- Track contract implementation, delivery schedules and supplier performance, escalating delays and non-compliance.
- Maintain complete and accurate procurement records, registers, trackers and dashboards.
- Support compliance with applicable Government procurement legislation, regulations, procedures and relevant development partner requirements.
- Prepare monthly and quarterly procurement progress reports and identify bottlenecks and risks with proposed mitigation measures.
- Support procurement-related audits and promote transparency, competition, accountability and value for money.

Qualifications and Experience

- A Bachelor's degree in Procurement and Supply Chain Management, Procurement Management, Logistics and Supply Chain Management, Business Administration or a related field from a recognised institution.
- At least three (3) years of relevant procurement experience, preferably in the public sector, health sector or development partner-funded programmes.
- Demonstrated experience in procurement planning, tendering, contract management and supplier performance monitoring.
- Working knowledge of Government procurement systems and procedures.
- A professional procurement qualification and/or membership of a recognised professional procurement body is an added advantage.
- Experience in development partner-funded programmes and procurement of health commodities, medical supplies, equipment or reproductive health-related goods is an advantage.
- Full membership with MIPS is a must

Duration of Assignment

Up to twelve (12) months, with possible extension subject to satisfactory performance, programme requirements and availability of funds.

4. COMPLIANCE TECHNICAL ASSISTANT

Purpose of the Position

To strengthen financial and operational compliance, internal controls, risk management and audit readiness for PiMH and other programmes coordinated by the Reproductive Health Department (RHD), in accordance with applicable Government requirements and development partner agreements.

Key Duties and Responsibilities

- Support the development, implementation and periodic review of programme compliance procedures, internal controls and risk management measures.
- Monitor adherence to approved budgets, workplans, financing agreements, financial management procedures and relevant Government regulations.
- Review financial and programme documentation for completeness, accuracy, appropriate authorisation and compliance with established requirements.
- Support routine compliance checks, expenditure reviews and risk-based assessments, identifying control weaknesses and recommending corrective actions.
- Maintain compliance registers, risk logs, audit recommendation trackers and records of corrective actions and their implementation status.
- Coordinate preparation for internal and external audits and support timely responses to audit findings and management letters.
- Work with finance, procurement, programme and M&E teams to strengthen accountability, documentation and the prevention and detection of irregularities.
- Prepare periodic compliance and risk reports for MOH management, highlighting emerging issues, remedial actions and outstanding recommendations.
- Provide practical guidance and capacity-building support to programme staff on financial controls, compliance obligations and audit readiness.

Qualifications and Experience

- A Bachelor's degree in Finance, Accounting, or a closely related field from a recognised institution.
- Relevant professional training in auditing, internal controls, compliance, financial management or risk management is required.
- At least three (3) years of relevant professional experience in finance, audit, compliance, internal controls or financial oversight.
- Demonstrated experience supporting internal or external audits, reviewing financial documentation and following up audit recommendations.
- Knowledge of Government financial management systems, public-sector accountability requirements and/or development partner compliance procedures.
- Strong analytical skills, integrity, attention to detail and the ability to prepare clear compliance and risk reports.
- A relevant postgraduate qualification or professional certification in accounting or auditing (such as ACCA, CPA or CIA) and experience with donor-funded health programmes will be added advantages.

Duration of Assignment

Up to twelve (12) months, with possible extension subject to satisfactory performance, programme requirements and availability of funds.

Remuneration

Remuneration will be in accordance with applicable Government of Malawi rates and commensurate with the successful candidate's qualifications and relevant experience.

METHOD OF APPLICATION

Interested applicants should submit an application indicating the position applied for, together with a detailed curriculum vitae, copies of relevant academic and professional certificates, and the names and contact details of three (3) traceable referees. Applicants should also provide their own contact details.

Application deadline: 13th November 2026.

Applications may be submitted by email to recruitment@health.gov.mw or addressed to:

The Secretary for Health and Sanitation,
P.O. Box 30377,
Lilongwe 3, Malawi.
Attention: Director of Human Resource Management and Development

