



NURSES AND MIDWIVES COUNCIL OF MALAWI

DIRECTOR OF FINANCE AND ADMINISTRATION

A. INTRODUCTION AND BACKGROUND

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body of Nurses and Midwives established in 1966 under the act of parliament Laws of Malawi Cap 3002. NMCM is mandated to develop, maintain, monitor, evaluate and control the profession of Nursing and Midwifery thereby contributing to the national goal of promoting the health status of Malawians. As a regulatory, NMCM has the role of regulating the education, training and practice, professional conduct of Nursing and Midwifery personnel in the country.

In order to fulfil its mandate effectively and efficiently with a strategic financial leadership and management, NMCM is in the process of filling a senior management vacant position on a Three year Employment Contract, renewable based on satisfactory performance, and is hereby inviting suitably qualified and experienced Malawian Nationals to fill a vacant position of **DIRECTOR OF FINANCE AND ADMINISTRATION** tenable at NMCM offices in Lilongwe to be part of the existing leading team. The following are the required personnel and work-related traits for the vacant position:

MAIN PURPOSE OF THE JOB

Reporting to the Registrar, the Director of Finance and Administration shall be responsible for providing financial management and administration support on day to day activities; and ensuring that all Council policies and procedures, donor regulations, accounting standards and local laws are complied with at all times. Ensure smooth, effective and efficient implementation of the mandate and core functions of the organization.

MAJOR DUTIES AND RESPONSIBILITIES

The Director of Finance and Administration shall be responsible for the following duties and responsibilities:

1. Oversees financial budget preparation, monitoring and reporting within the organization including project development budget, revenue operational budgets and monthly financial statements;
2. Supervises subordinates both, accounting and administrative staff and in coordination with the Registrar assesses professional development needs and opportunities (both in house and external trainings, seminars etc.). In case of additional in house development, works with the Registrar and other team members to design and implement appropriate targeted trainings;
3. Authorize expenditures in consultation with Departmental Officers;
4. Provide financial management support to Departmental Officers as needed in preparation and submission of accurate expense reports, requisition forms and purchase orders on a timely basis;
5. Monitors financial reporting system that assumes compliance with standard audit requirements;
6. Coordinates with the Registrar and assumes joint responsibility for the production of quarterly and annual reports to the Council, as well as development of department/project budgets;
7. Performs periodic analysis of organizational costs for use in developing effective and realistic budgets;
8. Participate in meetings with the Council, Appointment and Finance Committee and management team, coordinates project design and delivery, policy implementation, staff and resource management meetings and report on status of operating budgets;
9. Ensures the development and maintenance of Standard Operating Procedures (SOPs) for Council activities relating to financial and administration requirements;
10. Facilitate Internal and external Audit exercise and implementation of financial audit recommendation;
11. Orient new staff, both administratively and technically, to policies/procedures including travel, expenses reports, budget and contractual requirements of projects in collaboration with the Registrar;
12. Ensures that human resource management and administration functions operate appropriately in support of corporate and operational activities;
13. Participating in Management Functions of the Council;
14. In liaison with the Registrar, participate with management team in seeking new/additional funding for potential Department projects.

Participates in negotiations with potential Development Partners as needed;

ACADEMIC AND PROFESSIONAL QUALIFICATIONS

This position requires a mature, ethical, well-qualified and experienced person, therefore, applicants must have the following academic and professional qualifications:-

- Must possess a Master's and Bachelor's Degree in either Accounting, Finance or Business Administration or Professional qualification such as ACCA, CIMA, CPA
- Must possess five (5) years of experience at senior management level with highly reputable organizations, preferably public organizations; and
- An active member of ICAM.

REQUIRED COMPETENCIES

- Ability to prioritize work efficiently;
- Ability to work independently;
- Strong planning and organizational skills;
- Excellent in communication, interpersonal, presentation, facilitation and analytical skills;
- Self-motivated, assertive and action oriented;
- Strategic thinker and of high integrity;
- High level of diplomacy and ability to work with teams;
- Problem solving and organization skills; and
- Strong computer skills with knowledge of computerized accounting system.

TERMS AND CONDITIONS

The Council shall offer an attractive employee benefits package (commensurate with qualifications and experience) which includes salary, medical insurance, club and professional body memberships and Contributory Group Pension Scheme.

METHOD OF APPLICATION

Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than September 27, 2024 to:

The Comptroller of Statutory Corporations,

Department of Statutory Corporations,

P.O. Box 30061,

Capital City,

Lilongwe 3.

Copy to

Email: nmcm@nmcm.org.mw

**NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY
SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**