



NURSES AND MIDWIVES COUNCIL OF MALAWI

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 36:02. 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, and professional conduct of Nursing and Midwifery personnel in the country.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant position of Education and Training Specialist tenable at NMCM offices in Lilongwe.

Job Title: Education and Training Specialist

Purpose of the job: Implementation of education and training regulatory services, the following are the required personnel and work-related traits for the vacant position.

- a) Participate in preparing Nursing and Midwifery education regulatory services implementation work plans, programs, and budget estimates in line with Council's approved strategic and business plans.
- b) Communicating to relevant stakeholders about the approved departmental activities and making relevant logistical arrangements in liaising with senior education and training specialist.
- c) Communicating any changes that may be affected thereto in order to ensure that stakeholders are abreast of Council's education and training regulatory policies, procedures guidelines rules and regulations for proper implementation at all times in liaising with senior education and training specialist
- d) Participate in research, developing and reviewing nursing and midwifery education and Training regulatory tools, as assigned from time to time.
- e) Participate in organizing and facilitating implementation of tailor made meetings, in collaboration and liaison with relevant stakeholders.

- f) Participate in conducting inspection of nursing/midwifery training institutions to assess/review or evaluate them or their training programs for accreditation eligibility or renewal in respect of their accreditation applications and in line with Council's regulatory criteria.
- g) Participate in education and training inspection programs of all nursing/midwifery training institutions twice a year to monitor/ assess/evaluate and enforce compliance with Council's education and training standards.
- h) Participating in short training programs and orientation sessions for nursing/midwifery teaching staff to improve their knowledge/skills/competences.
- i) Participate in identifying names of appropriately qualified co-opted team members for monitoring and evaluation and accreditations of training institutions.
- j) Providing appropriate advice on nursing and midwifery education and training regulatory matters to all stakeholders for smooth operations of the Council.
- k) Producing various periodic reports relating to education and training regulatory programs and presenting findings and recommendations to the directorate
- l) Attending meetings to represent the interests of the Council and answering queries relevant to the Council mandates particularly on matters relevant to education and training regulatory services.
- m) Any other duties relevant to the job assigned from time to time.

REQUIRED COMPETENCIES

- Ability to prioritize work efficiently and independently;
- Strong planning, organizational skills and 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;
- Strong computer skills

Minimum qualification and work experience

- A registered nurse midwife with BSc in nursing and midwifery
- Qualification in Nursing Education, leadership and management.

- At least two years' clinical practice experience and
- Four years' experience in nursing education at a recognized training institution.
- Must be currently registered with Nurses and Midwives Council of Malawi

METHOD OF APPLICATION

- Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than June 27, 2025 to:
- **The Registrar, Nurses and Midwives Council of Malawi, P.O Box 30361, Capital City, Lilongwe 3. nmcm@nmcm.org.mw,**
- **NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY 8 SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**