NURSES AND MIDWIVES COUNCIL OF MALAWI

EXECUTIVE PLACEMENT:

1. **DIRECTOR OF EDUCATION AND TRAINING**
2. **DIRECTOR OF PROFESSIONAL PRACTICE AND CONDUCT**

Re-advertisement*: *Applicants who responded to the previous advertisement are not required to reapply, as their applications remain valid and will still be considered.

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 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 body, NMCM has the role of regulating the education, training, and practice, and the professional conduct of Nursing and Midwifery personnel in the country. NMCM is urgently seeking to fill two (2) critical senior management positions on a Three-year Employment Contract, renewable based on satisfactory performance. The Council is at a pivotal moment in its regulatory mandate, and the absence of substantive leadership in these two directorates poses a significant risk to the effective regulation of nursing and midwifery education, training, practice, and professional conduct across Malawi. It is therefore imperative that these positions are filled without delay to safeguard the integrity of the profession and ensure the continued delivery of quality healthcare services to the nation. NMCM hereby invites suitably qualified and experienced Malawian Nationals to immediately apply for the following vacant positions 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 positions:

POSITION 1: DIRECTOR OF EDUCATION AND TRAINING

Purpose of the Job

Reporting to the Registrar, the Director of Education and Training shall be responsible for overall coordination and control of Education and Training programme planning and implementation.

Key Duties and Responsibilities

1. Effectively manage the formulation and review of policies in order to guide the implementation of nursing and midwifery education and training programs in Malawi.
2. Preparing Nursing and Midwifery education overall plans, programs and budgets and ensuring proper execution of planned programs.
3. Managing and supervising day to day activities of the education and training directorate.
4. Appraising performance of senior officers in the education and training directorate.
5. Providing leadership for research; development and review of nursing and midwifery education and Training regulatory tools; designing and review of nursing and midwifery training programs; orientation of nursing college teaching staff to nursing and midwifery education standards; and ensuring that proper procedures in nursing and midwifery education are followed and implemented by secretariat and relevant stakeholders.
6. Ensuring that there is adequate and timely mobilization of resources including developing project proposals for education and Training directorate operation and negotiate with potential project financiers for the furtherance of the objectives of the Council.
7. Ensuring that regular education and Training inspection programs are conducted in the nursing and midwifery colleges and also during students' practical attachments at health facilities at least once every six months to monitor, evaluate and enforce compliance with education and training tools and standards.
8. Coordinating Nursing & Midwifery Programs, and development and review of Nursing and Midwifery syllabi & curricula in order to incorporate current trends of practice.
9. Initiating, overseeing and leading the processing of accreditation applications submitted by Nursing/Midwifery training colleges in respect of either their schools or their training programs.
10. Ensuring and overseeing that all Nursing and Midwifery students are indexed appropriately within 30 days after being recruited into their respective training programs.

11. Identifying and recommending for appointment of co-opted teams members with appropriate qualifications for monitoring and evaluation and accreditation of training institutions and coordinating their orientation, evaluation and review sessions/meetings.
12. Building the capacity of the education and training directorate at head office level and the teaching staff at the Nursing/Midwifery colleges.
13. Liaising closely with Council's stakeholders particularly training institutions on matters related to education and training, and advising them closely on regulatory tools/policies.
14. Communicating any changes that may be affected thereto in order to ensure that stakeholders are abreast of Council's education and training programs, policies, procedures, guidelines, rules and regulations for proper implementation of the programs at all times.
15. Providing appropriate advice on Nursing and Midwifery education and training issues to all stakeholders for smooth operations of the Council.
16. Managing effectively human, financial and other resources in order to facilitate the attainment of departmental objectives.
17. Producing and presenting relevant periodical reports to management and advising them accordingly.
18. Attending meetings to represent the interests of the Council and answering queries relevant to the Council mandates.
19. Manages the identification and management of risks in order to recommend appropriate mitigation to management.
20. Any other duties relevant to the job assigned from time to time.

Minimum Qualification and Work Experience

(a) Master's Degree in Nursing or Midwifery.
(b) A registered Nurse Midwife with BSc. Degree in Nursing and Midwifery.
(c) Qualification in Nursing Education, leadership and management.
(d) At least four years' experience at the level of Senior Education and Training Specialist or equivalent.
(e) A minimum of four years' experience as head of Department or faculty at a high-level nursing college.
(f) Must be currently registered with Nurses and Midwives Council of Malawi.

Required Competencies

- Ability to develop a departmental workplan and prioritize work efficiently;
- Ability to work independently and supervise officers in the directorate;
- Ability to write analytical and technical reports;
- 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.

POSITION 2: DIRECTOR OF PROFESSIONAL PRACTICE AND CONDUCT

Main Purpose of the Job

Reporting to the Registrar, the Director of Professional Practice and Conduct shall be responsible for providing overall coordination and control of professional practice and conduct programs, plans and implementation.

Major Duties and Responsibilities

The Director of Professional Practice and Conduct shall be responsible for the following duties and responsibilities:

a) Providing leadership for research, development and review of nursing and midwifery operations regulatory tools, systems and controls and ensuring that proper procedures are followed to get these approved by Council and are implemented by secretariat and relevant stakeholders accordingly.
b) Lead the development of Nursing and Midwifery practice policies & ensure that all policies are evidence-based, aligned with global nursing & Midwifery standards, and reflect ICN's & ICM's core values and mission.
c) Conduct comprehensive research on emerging trends in Nursing & Midwifery practice, advanced practice roles, and healthcare regulations, and provide evidence-based recommendations on policy positions related to Nursing & Midwifery practice, advanced roles, and regulatory frameworks.
d) Preparing Nursing and Midwifery overall operational plans, programs and budgets and ensuring proper execution of planned programs.
e) Foster strategic partnerships with governments, international organizations, and other professional bodies & associations to influence healthcare policy and regulation.
f) Ensuring that there is adequate and timely mobilization of resources including developing project proposals for the professional practice and conduct directorate operation and negotiate with potential project financiers for the furtherance of the objectives of the Council.

g) Ensuring that regular and surprise inspection programs are conducted in all public and privately-owned health facilities to monitor, evaluate and enforce compliance with nursing and midwifery standard practice, professional conduct and operations regulatory tools.
h) Overseeing Council's implementation of nurses and midwives registration system to ensure efficiency and effectiveness.
i) Developing and maintaining registers for all nurses and midwives including postgraduates.
j) Contribute to the strategic plan, setting priorities for the professional practice of Nursing & Midwifery including advanced practice Nursing, innovative care models, and regulatory improvements.
k) Monitor and assess progress against NMCM's strategic plan, ensuring alignment with ICN's long-term goals.
l) Identifying and recommending for appointment of teams of appropriately qualified licensure examiners and moderators in liaison with senior Examination and Registration specialist and coordinating their orientation, evaluation and review session/ Initiating, leading and coordinating processes of developing and administering licensure examinations in collaboration with examiners and moderators. And ensuring that examination results are processed and released timely.
m) Overseeing Council's roles in the implementation and assessment of Continuing Professional Development programs at all levels to ensure nurses and midwives are continuously upgrading their competences in line with new developments taking place in the health sector.
n) Identify potential risks related to Nursing & Midwifery regulation and professional practice and propose mitigating actions to protect the integrity of the council.
o) Building the capacity of the Directorate head office, satellite office and relevant stakeholders.
p) Liaising closely with Council stakeholders particularly health facilities on matters related to Nursing and Midwifery practice and professional conduct by collaboration, coordination and advising to ensure that Council regulatory Programs, policies, procedures and guidelines are properly disseminated and implemented at all times.
q) Managing and supervising day to day activities of the Directorate and appraising performance of Senior officers in the directorate at quarterly intervals.
r) Lead collaborative efforts with the Nursing & Midwifery community and across healthcare sectors to promote shared policy goals and improve nursing practice.
s) Taking pro-active role in ensuring that NMCM's regulatory tools, research, development; review and implementation is efficient, adequate, and cost-effective and is able to meet national demands all the time.

t) Providing appropriate advice on nursing and midwifery operations regulatory issues to all stakeholders for smooth operations of the Council.
u) Producing and presenting departmental quarterly reports and all relevant periodical reports to management and advising them accordingly.
v) Engage stakeholders in dialogue on emerging regulatory issues, innovative care models, and advanced nursing roles.
w) Participate in meetings to represent the interests of the Council and answering queries relevant to the Council mandates.
x) Any other duties relevant to the job assigned from time to time.

Minimum Qualification and Work Experience

- Master's Degree in nursing or midwifery.
- A registered nurse midwife with a BSc Degree in Nursing and Midwifery.
- Qualification in Nursing Education, leadership and management.
- At least four years' experience at the level of either Senior Examination and Registration Specialist or Senior Inspection and Investigation specialist.
- Minimum of four years' experience as head of department at a public hospital or 4 years' experience as head of department at a training institution of higher learning.
- Must be currently registered with Nurses and Midwives Council of Malawi.

Required Competencies

- Ability to develop a workplan for the directorate and 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 **23rd November 2026** to:

The Comptroller of Statutory Corporations,
Department of Statutory Corporations,
P.O. Box 30061,
Lilongwe 3.

email: nmcm@nmcm.org.mw

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