



## MINISTRY OF FINANCE AND ECONOMIC AFFAIRS

# VACANCY ANNOUNCEMENT

## VARIOUS POSITIONS FOR THE REVENUE APPEALS TRIBUNAL

### BACKGROUND AND CONTEXT

The Revenue Appeals Tribunal (RAT) is a Government agency established under the Revenue Appeals Tribunal Act, 2021 to hear and determine appeals against objection decisions of the Commissioner General of the Malawi Revenue Authority.

In order to fulfill the Tribunal's mandate, the Government of Republic of Malawi, through the Ministry of Finance and Economic Affairs, is inviting applications from suitably qualified and experienced Malawian candidates to fill the positions tenable at the Tribunal's Principal Registry headquarters in Blantyre as follows:

<b>Job Title</b>	:	<b>Chairperson (1 Position)</b>
<b>Grade</b>	:	AT1
<b>Tenure</b>	:	Four (4) years full time contract renewable subject to satisfactory performance

### Key Duties and responsibilities

1. Preside over all revenue appeals where he/she is present in person with unlimited geographical and pecuniary jurisdictions on matters of disputes;
2. Determine and pronounce upon any point of law arising in the course of an appeal before the Tribunal;
3. Approve, sign, issue and certify orders; and
4. Write and pronounce determinations, orders and rulings issued by the Tribunal.

### Qualifications and Experience

The applicant must:

Possess a Bachelor's degree in Law from an institution recognised or accredited by National Council of Higher Education (NCHE);

- a. Be duly admitted to the Malawi Bar;
- b. Have at least ten (10) years' post admissions practical experience in the legal profession; and
- c. Have at least five (5) years' demonstrable experience in handling tax matters

### **Attributes, Skills and Competencies**

The position is very demanding and requires a person with a high level of integrity and professionalism, strategic leadership and managerial innovations to make the Tribunal efficient and vibrant. In addition, the applicant must possess:

1. Logic and reasoning skills  
The applicant must have excellent logical reasoning, analytical and decision making skills to analyse complex cases and statutory law and render sound legal decisions.
2. Legal knowledge  
Thorough knowledge of the Revenue Appeals Tribunal Rules, Civil Procedure Rules, criminal procedures and the Malawi Judicial System in critical.
3. Writing skills  
Top-notch writing ability is necessary to draft clear, concise and well-researched opinions, determinations and other legal documents.
4. Mediation skills  
Excellent mediation skills are necessary to promote amicable settlement of disputes between parties

**Job Title** : **Deputy Chairperson (1 Position)**  
**Grade** : AT2  
**Tenure** : Four (4) years full time contract renewable subject to Satisfactory performance

### **Key Duties and responsibilities**

5. Preside over all revenue appeals where he/she is present in person with unlimited geographical and pecuniary jurisdictions on matters of disputes;
6. Determine and pronounce upon any point of law arising in the course of an appeal before the Tribunal;
7. Approve, sign, issue and certify orders; and
8. Write and pronounce determinations, orders and rulings issued by the Tribunal.

### **Qualifications and Experience**

The applicant must:

Possess a Bachelor's degree in Law from an institution recognised or accredited by National Council of Higher Education (NCHE);

- d. Be duly admitted to the Malawi Bar;
- e. Have at least ten (10) years' post admissions practical experience in the legal profession; and
- f. Have at least five (5) years' demonstrable experience in handling tax matters

### **Attributes, Skills and Competencies**

The position is very demanding and requires a person with a high level of integrity and professionalism, strategic leadership and managerial innovations to make the Tribunal efficient and vibrant. In addition, the applicant must possess:

#### **5. Logic and reasoning skills**

The applicant must have excellent logical reasoning, analytical and decision making skills to analyse complex cases and statutory law and render sound legal decisions.

#### **6. Legal knowledge**

Thorough knowledge of the Revenue Appeals Tribunal Rules, Civil Procedure Rules, criminal procedures and the Malawi Judicial System in critical.

#### **7. Writing skills**

Top-notch writing ability is necessary to draft clear, concise and well-researched opinions, determinations and other legal documents.

#### **8. Mediation skills**

Excellent mediation skills are necessary to promote amicable settlement of disputes between parties

**Job Title** : **Registrar (1 Position)**

**Grade** : AT2

**Purpose** : To ensure effective administration of the Tribunal and implementation of the provisions of Revenue Appeals Tribunal Act.

### **Key Duties and Responsibilities**

1. Overseeing day to day operations of the Tribunal
2. Issuing Tribunal notices and summonses
3. Keeping record of proceedings of the Tribunal
4. Keeping and maintaining register of orders and decisions of the Tribunal
5. Ensuring safe custody of the fees and funds of the Tribunal
6. Hearing and determining interlocutory applications

### **Qualifications and Experience**

The applicant must:

- a. Possess a Bachelor's degree in Law from an institution recognised or accredited by National Council of Higher Education (NCHE);

- b. Be duly admitted to the Malawi Bar;
- c. Have at least ten (10) years' post admissions practical experience in the legal profession; and
- d. Have at least five (5) years' demonstrable experience in handling tax matters

### **Attributes, Skills and Competencies**

The position is very demanding and requires a person with a high level of integrity and professionalism, strategic leadership and managerial innovations to make the Tribunal efficient and vibrant. In addition, the applicant must possess:

#### **9. Logic and reasoning skills**

The applicant must have excellent logical reasoning, analytical and decision-making skills to analyse complex cases and statutory law and render sound legal decisions.

#### **10. Legal knowledge**

Thorough knowledge of the Revenue Appeals Tribunal Rules, Civil Procedure Rules, criminal procedures and the Malawi Judicial System in critical.

#### **11. Writing skills**

Top-notch writing ability is necessary to draft clear, concise and well-researched opinions, determinations and other legal documents.

#### **12. Mediation skills**

Excellent mediation skills are necessary to promote amicable settlement of disputes between parties

**Job Title** : **Senior Accountant (1 Position)**

**Grade** : AT4

**Purpose of the Job:** To efficiently manage and account for financial resources

### **Key Duties and Responsibilities**

1. Preparing periodic management accounts, variance analysis and commentaries.
2. Interpreting and communicating financial data and information to non-financial managers
3. Monitoring, evaluating and reviewing financial information systems and fixed asset depreciation policy.
4. Costing of projects works and other services offered to clients in liaison with relevant Departments
5. Assessing value for money procurement.
6. Preparing periodic cash flows to determine minimum cash balances for business operations.

**Minimum Qualification:** Bachelor's degree in Accountancy or Finance with a professional qualification from accredited institution and four (4) years' experience working in a busy organization.

**Post** : **Senior Research Officer (1 Position)**

**Grade** : AT4

**Responsible to** : Research Manager

**Responsible for** : Research Officer

**Purpose of the Job:** To provide research services

**Key Duties and Responsibilities**

1. Assisting the development of Tribunal research standards.
2. Assisting in designing, executing and controlling case research studies.
3. Supporting the development and review of research methodologies.
4. Assisting the designing and implementation of data processing systems to code research data.
5. Assisting in organizing judicial precedents for proceedings

**Minimum Qualification** : A Degree in the either of the following; Bachelor of Laws (LLB), Social Science (Economics), Finance/ Accounting, Business Administration from Accredited institution with three (4) years work experience. Experience in taxation matters will be an added advantage.

**Post** : **Research Officer (2 positions)**

**Grade** : AT5

**Purpose of the Job:** To provide research services

**Key Duties and Responsibilities**

1. Assisting the development of Tribunal research standards.
2. Assisting in designing, executing and controlling case research studies.
3. Supporting the development and review of research methodologies.
4. Assisting the designing and implementation of data processing systems to code research data.
5. Assisting in organizing judicial precedents for proceedings.

**Minimum Qualification:** Bachelor of Laws (LLB), Social Science (Economics), Finance/ Accounting, Business Administration from Accredited institution with two (3) years work experience.

**Job Title** : **ICT Officer (1 Position)**

**Grade** : AT5

**Purpose of the Job:** To provide effective and efficient ICT Services

### **Key Roles and Responsibilities**

1. Developing and reviewing ICT policies, strategies, systems, work plans, budgets and protocols,
2. Championing innovative approaches in improving operational systems and processes
3. Installing, configuring, and maintaining software, hardware and network infrastructure
4. Developing, implementing and administering database systems and data backup
5. Providing specifications for IT infrastructure, ICT equipment and system security
6. Troubleshooting system and network problems and rectifying faults
7. Providing end user support and training
8. Developing and managing dynamic website
9. Documentation of the configuration of the systems, administering user accounts, configuration and repair
10. Producing reports on ICT operation.

**Minimum Qualifications:** Degree in ICT with a minimum of four (4) years relevant work experience

**Job Title** : **Human Resources and Administration Officer (1 position)**

**Grade** : AT5

**Purpose of the Job** : To provide Human Resource and administration services to the Tribunal.

### **Key Duties and Responsibilities**

1. Developing, updating, interpreting and monitoring implementation of Human Resource and administrative policies, Terms and Conditions of Service and related policies for staff in the Tribunal
2. Coordinating office services, library, stores and transport services
3. Planning, developing and monitoring budget implementation for the Section
4. Processing all issues regarding insurance, medical scheme and staff welfare
5. Coordinating recruitment of staff in the Tribunal
6. Carrying out training needs assessment in the Tribunal
7. Handling staff disciplinary, grievances welfare, compensation, housing and pension issues

8. Carrying out human resource planning for the Tribunal
9. Overseeing and reporting the maintenance, rehabilitation and insuring of property and fleet for the Tribunal.

**Minimum Qualifications:** Bachelor's Degree in either Human Resource Management, Public Administration, Strategic Management, Social Science or Business Administration/Management from an accredited institution with three (3) years work experience

**Job Title** : **Internal Auditor (1 Position)**

**Grade** : AT5

**Purpose** : To provide Internal Audit Services

**Key Duties and Responsibilities:**

1. Advising management on the proper internal controls and financial regulations.
2. Developing and instituting internal control procedures for the Tribunal.
3. Evaluating of the effectiveness of internal controls, systems and processes.
4. Preparing for periodic audits
5. Investigating alleged cases of fraud

**Minimum Qualification:** Bachelor's Degree in Auditing, Accountancy or Finance from accredited Institution, with a minimum of five (5) years work experience

**Job Title** : **Procurement Officer (1 Position)**

**Grade** : AT5

**Purpose** : To coordinate and manage procurement and disposal services.

**Key Duties and Responsibilities:**

1. Co-coordinating procurement activities in strict compliance with laws and instructions on public procurement and disposal of assets, while adhering to current best practice in the profession.
2. Developing and implementing procurement and disposal plans.
3. Preparing tender documents for procurement of goods, works and services.
4. Preparing bid evaluation reports.
5. Process the drafting of procurement contracts for the successful bidder.
6. Monitoring progress of contracts and undertaking contract administration tasks
7. Preparing and maintaining tender documents
8. Preparing local and import purchase orders

**Minimum Qualification** : Degree in Procurement and Supply Chain Management from an accredited Institution with a minimum of four (4) years of relevant experience in Procurement or Supply Chain Management work.

**Job Title** : **Public Relations and Customer Experience Officer**

**Grade** : AT5

**Purpose** : To manage public relations and customer affairs

**Key Duties and Responsibilities:**

1. Designing and coordinating and implementing Tribunal's communication strategy.
2. Advising management on communication trends, problems, solutions and techniques.
3. Conducting research to gather intelligence on public opinion and perception of the Tribunal, and convey the intelligence to management.
4. Training or facilitating the training of management and employees in public relations and communication to enable them handle the media, and to make good presentations to various audiences.
5. Educating the public on the Tribunal's functions, mandate, mission, vision, policies, and activities.
6. Designing and producing Information, Education and Communication {IEC} materials, such as flyers, leaflets, brochures, jingles and video documentaries, for publicity and awareness purposes.
7. Coordinating the Tribunal's special events and activities.
8. Managing the Tribunal's website.
9. Coordinating the Tribunal's press conferences when necessary.
10. Managing the Tribunal's publications such as reports, press releases, periodicals, booklets, newsletters, and policies.

**Minimum Qualification** : Bachelor Degree in Business Communication, Communication Studies or Journalism from accredited institution with four (4) years work experience.

**Job Title** : **Executive Assistant (1 Position)**

**Grade** : AT6

**Purpose of the Job:** To provide administrative support and secretarial services to the office of the Chairperson

**Key Roles and Responsibilities**

1. Maintaining the Chairperson's diary.
2. Attending to internal and external clients.
3. Analyzing incoming memos, submissions, phone calls and responding as required.
4. Maintaining office supplies and accessories.
5. Drafting and typing correspondence.
6. Maintaining safety and security of sensitive and confidential documents.
7. Operating and maintaining office equipment.



8. Maintaining cleanliness of office facilities and furniture.
9. Developing and maintaining electronic and hard copy filing system.
10. Planning and organizing meetings, events and visits including facilitation of travel arrangements.

**Minimum Qualifications:** Diploma in Secretarial Management Studies, Business Administration or related fields with four (4) years experience in secretarial services and office management.

**Job Title** : **Security Coordinator**

**Purpose of the Job:** To oversee and coordinate security services

**Key Duties and Responsibilities**

1. Developing, reviewing and implementing security policies, plans and strategies
2. Coordinating security activities
3. Organizing and training security personnel
4. Monitoring performance of outsourced security services
5. Planning and budgeting for the Section
6. Identifying, investigating, or resolving security breaches
7. Enforcing discipline among security personnel
8. Providing and maintaining adequate security equipment
9. Collecting, consolidating and submitting security reports
10. Conducting security inspections, patrols and investigations to identify security concerns

**Minimum Qualification:** Diploma in security studies or its equivalent, be an Ex-Commissioned Army, Police or Prisons Officer with three (3) years of work experience

**Job Title** : **Assistant Accountant (2 Positions)**

**Grade** : AT7

**Purpose** : To provide efficient accounting services to the Tribunal.

**Key Duties and Responsibilities:**

1. Entering transactions into subsidiary and general ledgers.
2. Processing salaries and make authorized salary changes.
3. Preparing quarterly and monthly returns of expenditure and revenue.
4. Maintaining ledgers and returns.
5. Proper filing of accounting records.
6. Reconciling books of accounts.
7. Maintaining cheque registers and card unit's registers.
8. Reconciling tax accounts.

**Minimum Qualification:** Diploma in Accounting/Finance with two (2) years' experience in Accounting work.

**Job Title** : **Senior Tribunal Reporter (1 Position)**

**Grade** : AT8

**Key Duties and Responsibilities**

1. Recording Tribunal proceedings in open courts and chambers.
2. Playing back and reading back any part of the proceedings at the Judicial Officer's request.
3. Transcribing Tribunal recordings systematically.
4. Submitting transcripts to Chairperson, Deputy Chairperson and Registrar in a timely manner.
5. Typing case submissions and/ or evidence of the witnesses and related matters in a standardized manner.
6. Attending hearings, depositions, proceedings, and other types of events that need a written transcript.
7. Performing administrative and court management support as needed.

**Minimum Qualification:** Shorthand Certificate plus a Typing Certificate or a Diploma in Secretarial Studies/ Administration from accredited institution with four (4) years working experience as a secretary in a busy organisation.

**Job Title** : **Senior Tribunal Clerk**

**Grade** : AT8

**Purpose** : To maintain records

**Key Duties and Responsibilities**

1. Registering case files
2. Interpreting court proceedings.
3. Preparing monthly case returns.
4. Receiving and filing court documents.
5. Maintaining filing system in the Registry.
6. Allocating work, supervising and appraising Tribunal Clerk

**Minimum Qualification:** Malawi School Certificate of Education with a credit in English and a pass in Mathematics, and a Certificate in Paralegal Studies or Business Management/ Administration or Information Technology with two (2) years relevant experience

**Job Title** : **Administrative Assistant (1 Position)**

**Grade** : AT8

**Purpose of the Job:** To provide secretarial services and administrative support

**Key Duties and Responsibilities**

1. Typing memos, reports, circulars and letters and taking and compiling minutes
2. Preparing and processing internal and external travel arrangements for the Registrar or Managers
3. Preparing and planning for meetings;
4. Faxing, photocopying and filing documents
5. Updating the Registrar's diary on daily basis
6. Recording circulation of files.
7. Keeping and replenishing office requirements for the Registrar
8. Attending to both incoming and outgoing telephone calls
9. Managing office supplies for the Section and re-order when required
10. Attending to visitors for the Section and booking appointments.

**Minimum Qualifications:** Diploma in Secretarial Management Studies, Business Administration or related fields with one (1) year experience in secretarial services and office management.

**Job Title** : **Tribunal Reporter**

**Grade** : AT9

**Purpose** : To manage Tribunal proceedings

**Key Duties and Responsibilities**

1. Recording Tribunal proceedings
2. Transcribing Tribunal recordings systematically.
3. Submitting transcripts to Chairperson, Deputy Chairperson and Registrar in a timely manner.
4. Typing case submissions and/ or evidence of the witnesses and related matters in a standardized manner.
5. Attending hearings, depositions, proceedings, and other types of events that need a written transcript.
6. Performing administrative and Court management support as needed.

**Minimum Qualification:** Shorthand Certificate plus a Typing Certificate or a Diploma in Secretarial Studies/ Administration from accredited institution with two (2) years working experience as a secretary in a busy organisation.

**Job Title** : **Tribunal Clerk (2 Positions)**

**Grade** : AT9

**Purpose** : To maintain records

**Key Duties and Responsibilities**

1. Registering case files
2. Interpreting Court proceedings.
3. Preparing monthly case returns.
4. Receiving and filing Court documents.
5. Maintaining filing system in the Registry.

**Minimum Qualification:** Malawi School Certificate of Education with a credit in English and a pass in Mathematics, and a Certificate in Paralegal Studies or Business Management/ Administration or Information Technology with one (1) year relevant experience.

**Job Title** : **Supplies Assistant (1 Position)**

**Grade** : AT9

**Purpose** : To efficiently manage and account for supplies.

**Key Duties and Responsibilities:**

1. Stock controlling and stock reviewing.
2. Receipting and issuing office supplies.
3. Ensuring safe custody of stores.
4. Maintaining stores records.
5. Submitting quarterly/monthly stock movement and report to Management

**Minimum Qualification** : The candidate should possess a Malawi School Certificate of Education and Procurement or Supplies certificate obtained from accredited institution with one (1) year work experience.

**Job Title** : **Library Assistant (1 Position)**

**Grade** : AT9

**Purpose of the Job:** To provide library services

**Key Duties and Responsibilities**

1. Updating the borrowers' registry
2. Indexing books and other reading materials
3. Processing and issuing out reading materials to members of staff and other stakeholders
4. Participating in the compiling of cases statistics
5. Advising management on reading materials required for the library
6. Following up on lost/unreturned reading materials
7. Searching users on library entry or exit when entering or exiting the library
8. Dusting of library materials and shelves.
9. Arranging chairs and tables.

10. Undertaking library patrols.
11. Reporting emerging cases in the library and condition of library materials
12. Identifying, collecting and compiling worn out materials.
  
13. Collecting and shelving unsorted library materials

**Minimum Qualification:** Malawi School Certificate of Education (MSCE) with credits in English and Mathematics plus a Librarian Certificate obtained from a recognized institution

**Job Title** : **Records Clerk (1 Position)**

**Grade** : AT9

**Purpose** : To maintain records

**Key Duties and Responsibilities**

1. Maintaining filing system in the Registry.
2. Compiling and updating office records.
3. Maintaining incoming and outgoing mail register
- 4.

**Minimum Qualification:** Malawi School Certificate of Education and a Certificate in either Human Resource Management or Business Administration/ Management from an accredited institution with one (1) year relevant experience.

**Job Title** : **Driver (5 Positions)**

**Grade** : AT11

**Purpose** : To provide professional driving services to the Tribunal.

**Key Duties and Responsibilities**

1. Driving vehicles and observing traffic rules and regulations while on duty.
2. Cleaning the vehicle.
3. Maintaining log books.
4. Reporting breakdowns and accidents
5. Ensuring that the vehicle is in good condition by carrying out routine maintenance checks

**Minimum Qualification** : Malawi School Certificate of Education, valid driving licence, defensive driving certificate and two (2) years' experience of driving in a busy institution.

**Job Title** : **Office Assistant (2 Positions)**  
**Grade** : AT12  
**Purpose of the Job** : To provide messengerial and cleaning services

**Key Duties and Responsibilities**

1. Cleaning of offices
2. Photocopying, binding and filing documents
3. Collecting and delivering mail, parcels and messages
4. Circulating office files and documents
5. Preparing office refreshments
6. Servicing meetings, workshops and seminars
7. Loading and offloading supplies
8. Washing utensils.
9. Opening and closing offices.

**Minimum Qualification** : Malawi School Certificate of Education (MSCE) 1 year work experience in similar position.

**MODE OF APPLICATION**

Interested person should submit his or her application letter, that **should include:**

- Curriculum Vitae which has names of three (3) traceable referees
- Copies of relevant academic and professional certificates

to:

**The Secretary to the Treasury,  
Ministry of Finance,  
P. O. Box 30049,  
LILONGWE 3.**

**Telephone: 265 01 789 355**

**Fax: 265 01 789 173**

**Email: [finance@finance.gov.mw](mailto:finance@finance.gov.mw)**

Attention: **Deputy Director of Human Resource Management and Development.**  
**The vacancies can also be found on the Ministry of Finance and Economic Affairs website [www.finance.gov.mw](http://www.finance.gov.mw)**

Closing date for receipt of the applications is **21st October 2023**

Only shortlisted applicants will be acknowledged.