



NATIONAL COMMISSION FOR SCIENCE AND TECHNOLOGY (NCST)

VACANCIES

The Malawi Gazette Supplement Notice No. 1 of 20th February 2009, appointed 14th November 2008 as the day on which the Science and Technology Act, No. 16 of 2003 came into operation. The Act establishes the National Commission for Science and technology (NCST) whose function shall be to advise Government and other Stakeholder on all science and technology matters in order to achieve a science and technology –led development. The NCST has now been in operation since December 2009 and has a secretariat headed by a Director General.

The NCST invites applications from suitably qualified and experienced candidates to fill the following positions:

1.0. VACANCY: DOCUMENTATION AND KNOWLEDGE MANAGER

1.1. JOB IDENTIFICATION FACTORS

Job Title	:	Documentation and Knowledge Manager
Grade	:	CST3
Reports to	:	Director General
Directorate	:	None
Division/Section	:	Documentation and Knowledge Management
Responsible for	:	Documentation and Knowledge Management Officer

1.2. PURPOSE, ROLES AND RESPONSIBILITIES

1.2.1. Purpose of the job: To manage documentation of all communications, knowledge products and other relevant materials in Science, Technology and Innovation.

1.2.2. Key Roles and Responsibilities

- a) Developing and reviewing policies, strategies, guidelines and best practices for proper storage, archiving and disposal of obsolete documents and knowledge management materials;
- b) Ensuring that all documentation activities and materials are consistent with established international, national best practices and NCST documentation policy;
- c) Leading in documentation of knowledge and establishing mechanisms for the dissemination of research information and other information to be used for further advocacy and learning purposes;
- d) Designing and implementing filing and retrieval systems to meet user requirements and for easy and quick document access and retrieval to inform relevant offices and stakeholders;
- e) Performing complex technical, analytical and professional functions including report generation, data capture and validation and procedural documentation and retrieval of relevant information.
- f) Facilitating and promoting the use of information and communications technology for storage, quick and easy dissemination, and retrieval of S&T information;
- g) Coordinating stakeholder participation in the Trade Fairs both at local and international levels and liaising with national, regional and international stakeholders on information related to STI and its products;
- h) Monitoring compliance with data privacy laws,
- i) Coordinating the development of specialized STI database, Libraries, documentation and information management systems on which to base realistic plans, services, programmes and projects;
- j) Training end uses in record management software;
- k) Preparing budget estimates and work plans for the Division;

- l) Producing quarterly and annual reports on the activities of the Division;
- m) Conducting performance appraisals for Officers under charge and ensuring efficient and effective performance appraisal system of the Division.

1.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

1.3.1. Minimum academic and professional qualifications and experience

- Masters in Computer Science, Information Technology or Information Science; in addition to a relevant Bachelor's Degree.
- At least 6 years' experience at senior level in IT/Documentation/Knowledge Management or Library Management.

1.4. Required competencies and attributes

- The post requires a person who must:
 - Be a team player
 - A strategic thinker
 - Be able to build and harness partnerships
 - Have good track records in documentation and information management;
 - Have ability to effectively communicate;
 - Be creative and innovative;
 - have excellent interpersonal skills and be able to deal with diverse work force;
 - demonstrate excellent negotiating and analytical skills;
 - results focused.

2.0. VACANCY: INTERNAL AUDITOR

2.1. JOB IDENTIFICATION FACTORS

Job title	:	Internal Auditor
Grade	:	CST4
Reporting to	:	Administratively to DG, Functionally to the Commission
Directorate	:	None
Division/Unit	:	Internal Audit
Responsible for	:	None

2.2. PURPOSE, ROLES AND RESPONSIBILITIES.

2.2.1. Purpose of the Job: To provide independent, objective assurance and risk management activities designed to add value and improve the Commission's operations.

2.2.2. Key duties and Responsibilities

- a) Initiating the formulation and review of Commission's internal audit policies, strategies, annual plans/work plans and budget;
- b) Planning, organizing, directing and coordinating implementation of Internal Audit services; operational, human resource, administrative, organizational and cultural activities in accordance with internal audit standards;
- c) Developing, monitoring and reviewing implementation of the Internal Audit Charter and audit and risk management committee charter, risk based annual work plans, and audit policies and procedures;
- d) Preparing annual budgets for Internal Audit Unit;
- e) Developing and maintaining a quality assurance and improvement program for the Internal Audit Unit and continuously monitoring its effectiveness;
- f) Coordinating the assessment of key risks for the Commission;
- g) Appraising and reporting on the soundness, adequacy and application of internal controls within NCST and the extent to which the Commission's assets and interests are accounted for;
- h) Providing assurance on good corporate governance within the Commission;
- i) Undertaking special investigations at the request of the DG or Audit and Risk Management Committee;

- j) Providing consultancy and other client services (e.g. counsel, advice, facilitation, drafting policies, training and process/operations review) to the Commission;
- k) Supporting the NCST's External Auditors in their work by providing information relating to the method of operation of systems and procedures; and other out-sourced assurance services;
- l) Compiling and submitting Internal Audit Reports to the Board of Commissioners.

2.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

2.3.1. Minimum Academic and Professional Qualifications/Experience

- Master of Science in Finance/Internal Audit or equivalent professional qualifications such as ACCA/CA or CIA and Bachelors in Accounting; Finance and Internal Audit.
- At least 5 years' practical audit experience at middle management level.
- Membership to Institute of Internal Auditors (IIA) a **must**.

2.4. Required competencies and attributes

The post requires a person who must:

- Be a team player;
- Have adequate knowledge in internal audit policies;
- Be able to lead teams;
- Be result-oriented, innovative and a self-starter;
- Be a strategic thinker;
- Have ability to communicate effectively;
- Ability to write concise and value adding audit reports;
- Have excellent interpersonal skills and be able to deal with diverse work force;
- Have adequate knowledge in Computer using Microsoft Office such as word, excel, access and other related packages.

3.0. VACANCY: RESEARCH, SCIENCE AND TECHNOLOGY OFFICER (HEALTH, SOCIAL –SCIENCE AND HUMANITIES)

3.1. JOB IDENTIFICATION FACTORS

Job Title	:	Research, Science and Technology Officer (Health, Social-Science and Humanities)
Grade	:	CST5
Reports to	:	Senior Research, Science and Technology Officer
Directorate	:	Research, Science and Technology Development
Division/Section	:	Scheduled Sciences Coordination and Support Division
Responsible for	:	None

3.2. PURPOSE, ROLES AND RESPONSIBILITIES

3.2.1. Purpose of the job: To promote and coordinate science and technology programmes in Health, Social-Sciences and Humanities

3.2.2. Key Roles and Responsibilities.

- a) Initiating the development and review of research ethical policy, guidelines, procedures for promoting research, science, technology and innovation in Health, Social-Sciences and Humanities;
- b) Providing support and advice to research institutions to develop Research and Development (R&D), Science and Technology (S&T) programs, tailored to the requirements of the National STI Agenda;
- c) Facilitating in the determination of research priorities in Health, Social-Sciences and Humanities sector;
- d) Initiating the development and review of Research, Science and Technology Agenda in Health, Social-Sciences and Humanities;
- e) Devising possible options and mechanisms for promoting of the establishment of centres of excellence in research, science and technology;

- f) Initiating networks, partnerships, linkages and benchmarking with relevant bodies locally and internationally for generating best practices in research services;
- g) Participating in the promotion and establishment of research institutions to undertake research in Health, Social-Sciences and Humanities;
- h) Conducting needs assessment of S&T institutions and facilities in Health, Social-Sciences and Humanities sectors;
- i) Maintaining records of research activities and preparing periodic and ad-hoc reports and documentary records.

3.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

3.4. Minimum academic and professional qualifications and experience

- Bachelor's Degree in Health, Social Sciences and Humanities.
- At least 4 years' work experience in conducting or coordinating Research and Development programs.

3.5. Required competencies and attributes

- The post requires a person who must:
 - Have adequate skills and knowledge in Research management;
 - Have analytical skills
 - Have acumen in project management
 - Be proficient in Statistical Package for Social Science (SPSS) and other relevant statistical package
 - Have data management and statistical analysis
 - Have excellent interpersonal and communication skills
 - Have proven track records in research, Science and Technology.

4.0. VACANCY: RESOURCE MOBILIZATION OFFICER

4.1. JOB IDENTIFICATION FACTORS

Job title	:	Resource Mobilization Officer
Grade	:	CST5
Reporting to	:	Senior Resource Mobilization Officer
Directorate	:	Planning and Resource Mobilization
Division/Section	:	Resource Mobilization
Staff responsible for	:	None

4.2. PURPOSE, ROLES AND RESPONSIBILITIES

4.2.1. Purpose of the job: To provide resource mobilization services in the Commission.

4.2.2. Key duties and responsibilities

- a) Initiating the development and review of resource mobilization strategy and plans;
- b) Maintaining the donor/Partner database to ensure it is an up-to-date and dynamic document;
- c) Organizing resource mobilization events for example, STI Fund Round Tables;
- d) Engaging in donor/partner relationship management to ensure donor retention or strong partnership and upgrades while capturing new development partners;
- e) Identify and cultivate relations with strategic implementing partners for prospective consortium style initiatives
- f) Drafting appealing, forward-looking proposals, analysis and concepts to diverse sources of resource mobilization, including development partners, corporate, academia, policy-makers, philanthropists, and foundations.
- g) Facilitating the development and review of resource mobilization manual that includes standard operating procedures and processes;
- h) Conducting research on potential donors/partners such as trusts, foundations, companies and high net worth individuals.
- i) Designing and developing tools for consultations with the development partner community, individually and collectively.

- j) Maintaining relations with Trust Funders/donors and ensuring consistent and timely communication on important operational Issues.
- k) Facilitating the promotion of cooperation agreement strategies and operational alliances with donors and the private sector research and innovative financing.
- l) Participating in the development of work plans and budgets;
- m) Drafting generic reports for the Division.

4.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

4.3.1. Minimum Academic/Professional Qualification and Work Experience

- Bachelor's degree in International Development /International Relations /Strategic Management /Economics or other relevant field;
- At least 4 years of relevant work experience in resource mobilization.

4.3.2. Functional skills (Behavioural Competencies/Attributes).

The post requires a person who must have/be:

- Strong coordination and relationship building skills;
- Ability to conceptualize, innovate, plan and execute ideas;
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment;
- Strong self-motivation and innovative skills, with capacity to work independently and meet deadlines
- Strong proposal writing, research, report writing and communication skills,
- Interpersonal skills,
- Organized and able to work under pressure/meet deadlines,
- Resource mobilization skills.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation;

5.0. VACANCY : INFORMATION, EDUCATION AND COMMUNICATION (IEC) OFFICER

5.1. JOB IDENTIFICATION FACTORS

Job title	:	Information, Education and Communication (IEC) Officer
Grade	:	CST5
Reporting to	:	Senior Communications and Public Relations Officer
Department	:	Office of the DG
Division/Section	:	Corporate Affairs
Staff responsible for	:	None

5.2. PURPOSE, ROLES AND RESPONSIBILITIES.

5.2.1. Purpose of the Job: To inform, educate and solicit views from the NCST'S general public and various stakeholders.

5.2.2. Key duties and Responsibilities

- a) Developing and implementing NCST's IEC strategies and measuring their effectiveness;
- b) Ensuring that all civic Education and communications materials align with brand standards;
- c) Initiating the development of quarterly bulletins and newsletters and related civic education or communications for NCST including daily mobile phone WhatsApp platform;
- d) Preparing and distributing electronic materials aimed at civic educating and communicating with the masses including e-promotional materials, e-invites and information updates for NCST events and activities;
- e) Facilitating and/or conducting IEC sessions with various stakeholders or the general public;
- f) Coordinating with all stakeholders and community members on civic education, information and communication sessions and dialogues;
- g) Drafting and submitting quarterly and annual IEC reports.

5.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

5.3.1. Minimum academic and professional qualifications and experience

- A Bachelor's Degree in Mass Communication/Journalism/Education/Social Science/Marketing or related field.
- At least 4 years' experience in a related field.

5.3.2. Functional skills (Behavioural Competencies/Attributes)

- Team Player
- Public presentation and interaction (effective communication)
- Ability to handle complaints
- Interpersonal and communication skills
- Problem solving skills
- IT skills
- Interpersonal skills
- Confidentiality
- Integrity
- Ability to work with minimum supervision

6.0. VACANCY: MONITORING AND EVALUATION OFFICER

JOB IDENTIFICATION FACTORS

Job title	:	Monitoring and Evaluation Officer
Grade	:	CST5
Reporting to	:	Senior Monitoring and Evaluation Officer
Directorate	:	Planning and Resource Mobilization
Division/Section	:	Monitoring and Evaluation
Staff responsible for	:	None

6.1. PURPOSE, ROLES AND RESPONSIBILITIES

6.1.1. Purpose of the job: To provide monitoring and evaluation services on the Commission's work programs.

6.1.2. Key duties and responsibilities

- a) Initiating the design, review and implementation of a monitoring framework to track delivery against Commission's goals and objectives;
- b) Monitoring the implementation of existing programmes, projects, audits and determining projects and their viability, justifying and advising project prioritization;
- c) Supporting the process of data collection, capturing, collation, quality assessments, analysis, and ensuring it is available in simple-to-use formats for stakeholder engagement;
- d) Participating in the development and review of NCST's strategic plans, budgets, annual work-plans and performance contract;
- e) Reviewing monitoring systems and recommending improved tools, instruments, frameworks, strategies, policy and models to enhance monitoring and evaluation efficiency and effectiveness;
- f) Formulating and implementing mechanisms for collection and analysis of data in the sector for factual decision making, Policy formulation and implementation by stakeholders;

- g) Developing, implementing and monitoring risk assessment framework in liaison with internal audit of the Commission;
- h) Monitoring and evaluating the implementation of development partner funded programmes and projects.
- i) Providing technical guidance for quality baselines, surveys and evaluation processes.
- j) Tracking best practices in monitoring and evaluation;
- k) Participating in establishing relevant networks and partnerships in monitoring and evaluation by the Commission;
- l) Preparing and submitting reports.

6.2. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

6.2.1. Minimum academic and professional qualifications and experience

- Bachelor of Social Sciences, Economics or Statistics.
- At least 4 years' practical experience in a related field.

6.2.2. Functional skills (Behavioural Competencies/Attributes).

The post requires a person who must have/be:

- Strong proposal writing, research, report writing and communication skills,
- Proficiency in the Statistical Package for Social Science (SPSS) and other relevant statistical packages,
- Leadership skills,
- Interpersonal skills,
- Organized and able to work under pressure/meet deadlines,
- Resource mobilization skills,
- Analytical Skills.

7.0. VACANCY: RESEARCH, SCIENCE AND TECHNOLOGY OFFICER (ENGINEERING, INDUSTRY, ENERGY AND ICT)

7.1. JOB IDENTIFICATION FACTORS

Job Title	:	Research, Science and Technology Officer (Engineering, Industry, Energy and ICT)
Grade	:	CST5
Reports to	:	Senior Research, Science and Technology Officer
Directorate	:	Research, Science and Technology Development
Division/Section	:	Scheduled Sciences Coordination and Support Division
Responsible for	:	None

7.2. PURPOSE, ROLES AND RESPONSIBILITIES

7.2.1. Purpose of the job: To promote and coordinate science and technology programmes in Engineering, Industry, Energy and ICT.

7.2.2. Key Roles and Responsibilities.

- a) Initiating the development and review of research ethical policy, guidelines, procedures for promoting research, science, technology and innovation in Engineering, Industry, Energy and ICT
- b) Providing support and advice to research institutions to develop Research and Development (R&D), Science and Technology (S&T) programs, tailored to the requirements of the National STI Agenda;
- c) Facilitating in the determination of research priorities in Engineering, Industry, Energy and ICT;
- d) Initiating the development and review of Research, Science and Technology Agenda in Engineering, Industry, Energy and ICT;
- e) Devising possible options and mechanisms for promoting of the establishment of centres of excellence in research, science and technology;

- f) Initiating networks, partnerships, linkages and benchmarking with relevant bodies locally and internationally for generating best practices in research services;
- g) Participating in the promotion and establishment of research institutions to undertake research in Engineering, Industry, Energy and ICT
- h) Conducting needs assessment of S&T institutions and facilities in Engineering, Industry, Energy and ICT sectors;
- i) Maintaining records of research activities and preparing periodic and ad-hoc reports and documentary records.

7.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

7.3.1. Minimum academic and professional qualifications and experience

- Bachelor's Degree in Applied Sciences, Engineering or Computer Science;
- At least 4 years' work experience in conducting or coordinating Research and Development programs.

7.3.2. Required competencies and attributes

- The post requires a person who must:
 - Have adequate skills and knowledge in Research management;
 - Have analytical skills
 - Have acumen in project management
 - Be proficient in Statistical Package for Social Science (SPSS) and other relevant statistical package
 - Have data management and statistical analysis
 - Have excellent interpersonal and communication skills
 - Have proven track records in research, Science and Technology.

8.0. VACANCY: ASSISTANT ACCOUNTANT

8.1. JOB IDENTIFICATION FACTORS

Job title	:	Assistant Accountant
Grade	:	CST6
Reporting to	:	Accountant
Directorate	:	Finance and Administration
Division	:	Finance
Responsible for	:	Supplies Assistant

8.2. PURPOSE, ROLES AND RESPONSIBILITIES

8.2.1. Purpose: To provide financial accounting services in line with generally accepted standards.

8.2.2. Key duties and responsibilities

- a) Processing payments including salaries and wages;
- b) Conducting suppliers, General Ledger accounts and bank reconciliations;
- c) Preparing and posting of journal entries and transactions into the system;
- d) Preparing creditors, debtors and fixed asset schedules, expenditure variance analysis and other reports;
- e) Preparing tax returns, pension and monthly remittance to MRA;
- f) Providing documents and support for internal and external audits;
- g) Facilitating and preparing audit schedules and attending to audit queries;
- h) Reconciling books of accounts and conducting stocktaking;
- i) Implementing a system of accounting and financial controls that comply with Public Finance Management Act (PFMA 2022), International Accounting Standards and other financial regulations;
- j) Compiling data for the preparations of financial statements;
- k) Participating in the preparation of financial statements.
- l) Supervising stores staff and evaluating their performance.

8.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

8.3.1. Minimum academic and professional qualifications and experience

- Diploma in Accounting, Administration or Commerce.
- At least 4 years' work experience.
- Must be a member to a Professional body (ICAM)

8.3.2. Required competencies and attributes

The post requires a person who must have:

- Proficiency in Microsoft and financial management packages
- Analytical and problem-solving skills
- Good communication and interpersonal skills
- Accounting skills
- Good time management skills and ability to make priorities
- Tractable experience in use and management of various financial packages.

9.0. VACANCY: ASSISTANT HUMAN RESOURCE AND ADMINISTRATION OFFICER

9.1. JOB IDENTIFICATION FACTORS

Job title	:	Assistant Human Resource and Administration Officer
Grade	:	CST6
Reporting to	:	HR and Administration Officer
Directorate	:	Finance and Administration
Division	:	HR and Administration
Responsible for	:	Senior Administrative Assistant
	:	Senior Motor Vehicle Driver
	:	Senior Office Assistant

9.2. PURPOSE, ROLES AND RESPONSIBILITIES

9.2.1. Purpose of the job: To provide human resources and general administrative services.

9.2.2. Key Duties and Responsibilities

- a) Initiating the development and review of human resource policies, strategies, work plans and budgets;
- b) Maintaining staff records in appropriate format for easy access and retrieval;
- c) Managing insurance of the NCST's Assets;
- d) Administering salaries, wages and pensions;
- e) Interpreting and implementing conditions of service;
- f) Managing leave days for the members of staff;
- g) Processing application letters for employment;
- h) Handling industrial relations and worker's compensations;
- i) Monitoring the performance of the organization by providing cleaning and other outsourced services by the Commission;
- j) Maintaining asset register and administrative records and managing inventory;
- k) Managing fleet of the Commission;

- l) Facilitating the organizational logistics for the welfare of staff and their official trips, workshops, seminars, retreats, Conference abroad and local;
- m) Conducting performance appraisal of staff under charge.

9.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

9.3.1. Minimum Academic and Professional Qualifications/Experience

- Advanced Diploma in Human Resources Management/Business Administration/Public Administration;
- At least 4 years' experience in related field.

9.3.2. Functional skills (Behavioural Competencies/Attributes)

- Supervisory skills
- Employee relations skills
- Performance management skills
- Management, administrative and organization skills
- Negotiation skills
- Counselling skills
- Teamwork and interpersonal skills
- Problem-solving skills
- Supervisory Skills

10.0. VACANCY : SUPPLIES ASSISTANT

10.1. JOB IDENTIFICATION FACTORS

Job title	:	Supplies Assistant
Grade	:	CST10
Reporting to	:	Assistant Accountant
Directorate	:	Finance and Administration
Division	:	Finance
Responsible for	:	None

10.2. PURPOSE, ROLES AND RESPONSIBILITIES

10.2.1. Job Purpose: To provide supplies and stocking services following stores standards and procedures.

10.2.2. Key duties and responsibilities

- a) Receiving goods on delivery from procurement unit;
- b) Verifying that goods delivered are in good order by matching with delivery note and specification details appearing on both requisition orders and invoices;
- c) Recording stocks;
- d) Updating bin cards and all record registers in use;
- e) Issuing of stocks to respective user Directorate/ Sections/ Units;
- f) Reconciling stocks accounts;
- g) Maintaining a re-order point of stock items and preparing routine reports.
- h) Setting inventory re-order levels;
- i) Identifying obsolete and redundant items for timely management action;
- j) Updating and capturing inventory records into accounting system, and stock taking.
- k) Manning the reception

10.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

10.3.1. Minimum Academic and Professional Qualifications/Experience

- Advanced Certificate in Procurement and Supply (CIPS).
- At least 2 years' experience in stores management.
- Must be a member to a Professional body (CIPS)

10.3.2. Required competencies and attributes

The post requires a person who must have:

- Procurement and supplies skills.
- Good Time Management skills and ability to make priorities.
- Good communication and interpersonal skills.
- Supervisory Skills.

11.0. VACANCY: MOTOR VEHICLE DRIVER

11.1. JOB IDENTIFICATION FACTORS

Job title	:	Motor Vehicle Driver
Grade	:	CST10
Reporting to	:	Head Motor Vehicle Driver
Directorate	:	Finance and Administration
Division	:	HR and Administration
Responsible for	:	None

11.2. PURPOSE, ROLES AND RESPONSIBILITIES.

11.2.1. Purpose of the job: To provide motor vehicle driving and office support services in the Commission.

11.2.2. Key Duties and Responsibilities

- a) Driving vehicles on official errands;
- b) Loading and unloading baggage, documents or goods;
- c) Maintaining log books for each trip, daily mileage, fuel consumption, oil changes and greasing;
- d) Reporting vehicle breakdowns or accidents following the laid down steps;
- e) Maintaining schedules of Road Tax, COF and Insurance for vehicles and informing administration when renewal is due;
- f) Carrying routine and day to day care and minor maintenance of official vehicles;
- g) Performing any other duties relevant to the post.

11.3. JOB SPECIFICATIONS AND PERFORMANCE FACTORS

11.3.1. Minimum Academic and Professional Qualifications/Experience

- Malawi Schools Certificate of Education (MSCE);

- A valid Driving Licence (Category P.G)
- Valid Defensive Driving Certificate
- At least 3-years' experience as a driver

11.3.2. Functional skills (Behavioural Competencies/Attributes)

- Driving skills,
- good personal qualities,
- Cooperative and flexible character,
- Sober and mature character,
- Basic mechanic skills,
- Communication skills,
- Customer care skills.

METHOD OF APPLICATION

Applications including a detailed Curriculum Vitae (CV), photocopies of relevant certificates, membership certificates from appropriate professional bodies, National ID and names and addresses of three traceable referees, one of which must be from the most recent employer should be sent to the following address not later than **6 September, 2024**. Applicants **must write clearly on the envelope** the position they are applying for.

**The Director General
National Commission for Science and Technology,
Private Bag B303
Capital City,**

Lilongwe 3.

NCST is an **equal gender-based** opportunity employer and only short-listed applicants will be acknowledged and invited to the interviews.