

## **VACANCY ANNOUNCEMENT**

Friday, 01 November 2019 16:00

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### **MALAWI CONFEDERATION OF CHAMBERS OF COMMERCE AND INDUSTRY**

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The Malawi Confederation of Chambers of Commerce and Industry (MCCCI) is a member based business association with membership from all sectors of the Malawi economy. The Confederation's mission is to advance the interests of businesses in Malawi through representation and provision of value adding services and its vision is, 'a strong voice and catalyst for local, regional and global competitiveness of its member businesses'.

The Confederation would like to invite applications from ONLY suitably qualified and competitive candidates to fill the following vacancies that have arisen in its Directorates.

#### **1. 1.Head, Membership Development and Communications**

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### **Job Purpose:**

The primary role of the Head, Membership Development and Communications is to grow the membership base of the Confederation and regularly communicating to members of any development within the economy that have potential impact on the members' businesses.

### **Specific roles and responsibilities:**

#### **1. a)Membership Development**

2. 1)Develop and implement systems and tools for identifying, recruiting and retaining members.
3. 2)Engage with potential members to clarify the value of membership in each category and guide them to choose categories based on their needs.
4. 3)Conduct marketing activities and develop and maintain prospective membership pool
5. 4)Attend trade shows and conferences to meet with current and prospective members.
6. 5)Oversee maintenance of members' files including tracking of payments of membership subscription and general correspondence.

#### **1. b)Relationship Management**

2. 1)Build long term relationships with members by conducting consistent and genuine dialogue, resolving members' challenges and attending members' functions.
3. 2)Hold frequent meetings with members to understand their challenges that require solutions
4. 3)In line with emerging needs review and recommend changes in membership category benefits
5. 4)Develop and review feedback mechanism for members to use.
6. 5)Convene Regional Chapter Meetings for the members in all regions

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### 1. **c)Communications**

2. 1)Determine communication priorities that develop and maintain the corporate image of the Confederation.
3. 2)Publish and disseminate research findings and policy positions from other Directorates.
4. 3)Develop and maintain a strong media relations strategy.
5. 4)Establish and maintain a good working relationships with media personnel to support the Confederation's media outreach
6. 5)Draft various communications materials for the Confederation.
7. 6)Effectively leverage social media for communication and marketing;
8. 7)Manage the Confederations public relations and special events.

### **Qualifications, Competences and Personal Attributes:**

1. 1)Minimum of a Bachelor's Degree in Business, Economics, Marketing or any related qualification but with an advanced flair in both written and verbal communication.
2. 2)At least 10 years' working experience, 5 of which must be at management level and obtained in a commercial setting.
3. 3)Ability to convince and influence decision makers
4. 4)Excellent Computer Skills in all common packages
5. 5)Highly motivated and resourceful and able to work independently and in a team
6. 6)Ability to build sustainable relationship and partnerships with stakeholders

### 1. **2.Membership Development Executive ( Central Region)**

Job Purpose:

The major focus of the Membership Development Executive is to acquire new members and retain existing members to attain the growth objectives of the Confederation. He/she is the main

conduit through which the value of membership is delivered to members through specified benefits.

Specific roles and responsibilities include the following:

1. 1) Make face-to-face encounters with prospective members, explain the services and benefits offered by the Confederation, and motivate them to become members.
2. 2) Develop and implement systems of identifying new members
3. 3) Collect and analyze membership data to determine membership needs and trends and provide the necessary response.
4. 4) Develop and maintain a membership and client pipeline and convert them into loyal members and clients.
5. 5) Initiate and build strong relationships with existing members and customers of the Confederation.
6. 6) Mobilise participants for events such as trade fairs, trade missions and capacity building workshops.
7. 7) Recommend potential products and/or services after analyzing customer needs.

### **Qualifications, Competences and Personal Attributes:**

1. 1) Minimum of a Bachelor's Degree in Business, Economics or any relevant field with working level understanding of
2. 2) Exceptional interpersonal communication and relationship building skills
3. 3) Personable personality and ability to work as a team member
4. 4) Ability to work under pressure with tight deadlines while remaining motivated.

### **1. 3. Economic Analyst (Real Sector)**

### Job Purpose:

The Economic Analyst (Real Sector), is responsible for assisting members to understand how the broad and specific economic developments affects the businesses of members either positively or otherwise. This involves examining the economy as a whole, analyzing trends of both lead and lag real sector indicators at firm and aggregate levels and extrapolating their potential impact on members' businesses. He/she also tracks levels of production, investment, and other real sector variables and real sector related policies and their implications on members' businesses.

Specific roles and responsibilities include the following:

1. 1)Collect and aggregate data on key real sector variables on a regular basis, analyze it using mathematical/statistical/econometric models and techniques, and interpret it for members.
2. 2)Forecast and interpret trends of key real sector variables and publish them for the benefit of the members
3. 3)Distribute and collect survey questionnaires and summarize data and information collected therefrom for purposes of analysis.
4. 4)Regularly follow up and produce reports on progress of decisions agreed between government and the Confederation.
5. 5)Collect data on various economic variables and other relevant policies, laws and regulations, analyze it and disseminate results to members.
6. 6)Attend relevant policy related meetings, workshops and seminars on behalf of the Confederation as and when assigned by the Head, Real Sector and Macroeconomic Policy or any senior officer of the Confederation.

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### 1. **1)Qualifications, Competences and Personal Attributes:**

2. 2)Bachelor degree in economics from a recognized university with at least three years of relevant work experience
3. 3)Knowledge of, and ability to use common economic/statistical/econometric analysis software packages such as SPSS, Stata and E-Views.
4. 4)Ability to write economic articles, present economic data, and interpret economic data for non-economic audience.
5. 5)Ability to work with others in a multicultural setting.

## OFFICE ASSISTANT

### Job Purpose:

To ensure that internal mail is flowing efficiently, that the surrounding of the Chamber House and all offices are clean and tidy and that officer's tea sets are kept clean at all times.

### Duties:

1. 1.Clean offices, kitchen, reception area and restrooms and the surrounding of the Chamber House to ensure that they are tidy at all times.
2. 2.Assist the Logistics Assistant in ensuring that the Chichiri Conference Centre Hall and the VIP Lounge are tidy to host functions at any time.
3. 3.Safeguard and take note of damages caused to the furniture and equipment of the Confederation located in the Chichiri Conference Centre Hall during events.
4. 4.Prepare teas and refreshments for Senior Staff.
5. 5.Collect and deliver inter-office mail.
6. 6.Register all incoming and outgoing mail.
7. 7.Undertaking any other duties as may be assigned by the Administration Executive.

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### Qualifications and Skills Required:

- 1) A full Malawi School Certificate of Education
- 2) Knowledge of operating office equipment like Photocopier and book binder
- 3) Good verbal and written communication skills in English
- 4) Team Player and fast learner
- 5) At least five years' experience as an office assistant in a busy office.

### Mode of Application

MCCCI offers competitive compensation packages commensurate with the qualification and experience of the candidate and the demands of the job. ONLY those who meet the minimum qualification and experience requirements for the above positions should apply. Detailed Job Descriptions can be obtained on request. Applications which are accompanied by Curriculum Vitae with three traceable referees should be sent to **The Chief Executive, Malawi Confederation of Chambers of Commerce and Industry through the following email address ONLY,** [careers@mccci.org](mailto:careers@mccci.org) ,

clearly indicating the  
**job being applied for in the SUBJECT line,**  
not later than

**Friday, 8**  
th

**November 2019**

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*MCCCI is an equal opportunity employer*