



NURSES AND MIDWIVES COUNCIL OF MALAWI

RE-ADVERTISEMENT: ASSISTANT INSPECTION AND REGISTRATION TECHNICIAN

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 3002. 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, practice and professional conduct of Nursing and Midwifery personnel in the country in order to protect the public from unsafe practice.

In order to effectively execute its functions, NMCM is in the process of opening regional offices in North and Southern Region in phases. Therefore, NMCM is now urgently looking for suitable individuals to fill the following position:

1. **ASSISTANT INSPECTION AND REGISTRATION TECHNICIAN (Permanent: 1 position Mzuzu office)**

Main purpose of the job: Reporting to Assistant Inspection and Registration Specialist, the Inspection and Registration Technician shall be responsible for assisting in the implementation of professional practice and conduct regulatory Services, programs, and plans.

KEY DUTIES AND RESPONSIBILITIES

- a) Assist in preparing work plans and budgets and ensuring proper execution of planned activities.
- b) Ensuring that assets and the resources are safe and used for the furtherance of the objectives of the NMCM Council.

- c) Ensuring that regular and surprise visits are conducted in all public or privately owned health facilities to monitor, evaluate and enforce compliance with nursing and midwifery practice standards and professional conduct in consultation with supervisor.
- d) 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 services, policies, procedures and guidelines are properly implemented at all times.
- e) Assist in ensuring that NMCM's regulatory tools, research and implementation is efficient, adequate, and cost-effective.
- f) Providing appropriate advice on nursing and midwifery registration issues to all stakeholders who make inquiries relating to registration.
- g) Receiving duly completed registration / indexing application forms submitted by colleges, health facilities and also from individuals.
- h) Assist in scrutinizing validity and accuracy of data contained on the application forms including relevant attachments in consultation with the supervisor.
- i) Assist in administering licensure examinations especially on logistical arrangements and invigilation.
- j) Receiving complaints from the public on issues relating to malpractice, negligence and professional misconduct.
- k) Assist in conducting investigations of reported complaints on malpractice, negligence and professional misconduct.
- l) Assist in producing and presenting relevant periodical reports to the Directorate and make recommendations accordingly in consultation with supervisor.
- m) Any other duties relevant to the job assigned from time to time.

MINIMUM QUALIFICATION AND WORK EXPERIENCE

- Registered Nurse midwife with a Diploma in Nursing and a certificate in Midwifery or Diploma in Nursing and Midwifery
- Plus at least four years' experience in Nursing and midwifery practice
- 2 years' experience as clinical instructor will be an added advantage.

REQUIRED COMPETENCIES

- Ability to prioritize work efficiently and 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;
- Strong computer skills.

METHOD OF APPLICATION

Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than 12th January, 2022 to:

The Registrar
Nurses and Midwives Council of Malawi
P.O Box 30361
Capital City, Lilongwe 3.
nmcm@nmcm.org.mw

The vacancy announcement is a re-advertisement. Previous applicants are not encouraged to reapply

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