



NURSES AND MIDWIVES COUNCIL OF MALAWI

A. INTRODUCTION AND BACKGROUND

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body for Nurses and Midwives established in 1966 through the act of parliament (Laws of Malawi Cap 36:02). It is mandated to regulate education, training, practice and professional conduct of nurses and midwives in Malawi in order to protect the public from unsafe practice. NMCM has a role to develop, maintain, reinforce, monitor and evaluate nursing and midwifery practice and education standards thereby contributing to the national goal of promoting the health status of Malawians.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant positions tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant positions:

1. Director of Education and Training

NMCM is in the process of filling a senior management vacant position on a Three-year Employment Contract, renewable based on satisfactory performance, and is hereby inviting suitably qualified and experienced Malawian Nationals to fill a vacant position of Director of Education and Training 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 position:

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 programs planning and implementation.

Key duties and responsibilities

- a)** Preparing Nursing and Midwifery education overall plans, programs and budgets and ensuring proper execution of planned programs;
- b)** Managing and supervising day to day activities of the education and Training Directorate;
- c)** Appraising performance of senior officers.
- d)** 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.
- e)** 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.
- f)** 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.
- g)** 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.
- h)** Coordinating nursing and midwifery programs and developing and /or reviewing syllabi for the said training programs.
- i)** Ensuring and overseeing that all nursing and midwifery students are indexed appropriately within 30 days after being recruited into their respective training programs.

- j) Identifying and recommending for appointment of co-opted team members with appropriate qualifications for monitoring and evaluation and accreditation of training institutions and coordinating their orientation, evaluation and review sessions/meetings.
- k) Building the capacity of the education and training directorate at head office level and the teaching staff at the nursing/midwifery colleges.
- l) Liaising closely with Council's stakeholders particularly training institutions on matters related to education and training, and advising them closely on regulatory tools/policies.
- m) Communicating any changes that may be effected 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.
- n) Providing appropriate advice on nursing and midwifery education and training issues to all stakeholders for smooth operations of the Council.
- o) Producing and presenting relevant periodical reports to management and advising them accordingly.
- p) Attending meetings to represent the interests of the Council and answering queries relevant to the Council mandates.
- q) 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 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
- (e) At least four years' experience as head of Department or faculty at a highlevel nursing college.
- (f) Must be currently registered with Nurses and Midwives Council of Malawi

REQUIRED COMPETENCIES

- Ability to 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.

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 4th January 2022 to:

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

Or E-mail: statutory@opc.gov.mw