



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 position:

Job Title: Senior Education and Training Specialist

Purpose of the job

Reporting to the Director of Education and Training.

The Senior Education and Training Specialist shall be responsible for coordination and control of Education and Training Regulatory Services, programs development and implementation.

Key duties and responsibilities

The Senior Education and Training Specialist shall be responsible for the following duties and responsibilities:

- a) Conduct research; develop and review nursing and midwifery education and Training regulatory tools; designing and reviewing nursing and

midwifery education Programmes; and ensuring that proper procedures are followed and implemented by NMCM secretariat, relevant stakeholders, and colleges accordingly in the implementation of a nursing and midwifery education programme in liaison with the director of education and training services.

- b) Participate in the preparation of Nursing and Midwifery education overall plans, programs and budgets and ensuring proper execution of planned programs.
- c) Ensuring that there is adequate and timely mobilization of resources for implementation of education and Training programs and that both assets and the resources are safe and used for the furtherance of the objectives of the Council.
- d) Processing of applications for accreditation of training institutions and nursing and midwifery education and training programs' including the development of syllabi for the said education and training programs.
- e) Ensuring that all nursing and midwifery students are indexed appropriately within 30 days of commencement of their respective training program.
- f) Conducting regular education and training regulatory inspection programs in the nursing and midwifery training institutions and in teaching health facilities at least once every six months to monitor, evaluate and enforce compliance with education and training regulatory tools and standards.
- g) Identifying co-opted team members with appropriate qualifications for conducting monitoring and evaluation and accreditation exercises in training institutions in liaison with the director of education and training services.
- h) Organizing and facilitating implementation of tailor-made meetings and workshops in collaboration and liaison with relevant stakeholders for purposes of orientating participants to new/improved regulatory approaches; or to develop, review and evaluate nursing and midwifery education standards and relevant regulatory tools in order to effect improvements in regulatory functions of Council.

- i) Liaising closely with stakeholders particularly training institutions on issues related to nursing and midwifery education and training services and advising them closely to ensure that nursing and midwifery education and training programs, policies, procedures and guidelines are properly implemented at all times.
- j) Supervising day to day activities and appraising performance of education and training Specialists.
- k) Producing and presenting relevant periodical regulatory reports to the Director and advising them accordingly.
- l) Attending meetings to represent the interests of the Council and answering queries relevant to the Council mandates.
- m) Any other duties relevant to the job assigned from time to time.

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.

Minimum qualification and work experience

- Master's Degree in nursing or midwifery.
- A registered nurse midwife with BSc in nursing and midwifery
- Qualification in Nursing Education, leadership and management. □ At least four years' experience as education and training Specialist □ At least four years' experience in Teaching and clinical practice.
- Must be currently registered with Nurses and Midwives Council of Malawi

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

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SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**