

## VACANCIES - MEGA LTD

MEGA LTD is the only Independent Power Producer. We operate a small hydro-electric turbine in **Mulanje** and will launch 2 new turbines imminently. For this expansion we are looking to fill a number of staff positions as follows:

1. General Manager
2. Project Manager
3. Plant (Electrical, Mechanical or Civil) Supervisor / Engineer
4. Project Electrical, Mechanical or Civil) Supervisor / Engineer
5. Accountant
6. Finance & Admin Officer
7. Vehicle Administrator / Driver
8. Officer Orderly & Messenger

### Requirements

You are an able, motivated, dynamic individual with practical experience, initiative and a hands-on approach to join our team. You are results oriented and happy to work closely with our small team.

### About Us

We are a small start-up style company with good career advancement opportunities for young capable professionals. This means you will be exposed to new fields and opportunities, while you will experience a steep learning curve. This is not a cushy job, but an opportunity to contribute to the growth of the energy sector and get a sense of accomplishment in return. You will deliver on your job description. Remuneration is based on scales and individual's abilities and qualifications.

Detailed job descriptions & application requirements can be found online. Please follow the application instructions. - deadline for submissions is 27<sup>th</sup> January 2018.

Some position may be available as early as 1st February 2019

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MEGA LTD, WWW.MEGA.MW, P.O. Box 230, Mulanje, Malawi

## Introduction

You will have a good opportunity to develop your carrier with us and you are also expected to work and deliver results based on your job description and personal targets agreed as part of your contract. Below are instructions and the required qualifications, experience and roles as well as job descriptions for each position.

## Instructions

Download the application package online at [www.mega.mw](http://www.mega.mw) and send your application by email to [jobs@mega.mw](mailto:jobs@mega.mw) Applications by post will not be entertained! Deadline for submissions is 27<sup>th</sup> January 2019.

If you do not meet a prerequisite, please state so clearly in your covering letter and explain how you make up for this and why you are applying anyway.

All positions require you to move to or reside in Mulanje. A driving licence is desirable for all positions and mandatory for some. Job descriptions are not exhaustive and will be adapted to the individual's skill set during the course of his or her employment.

Please include a covering letter, the application form and your CV. Please keep the covering letter to one page, the questionnaire to no more than 2 pages and the CV no more than 3 pages. Send all documents in PDF format (please avoid doc files) and include your name in the document file names (CV-Surname Firstname.pdf, Application Form-Surname Firstname.pdf, Covering Letter-Surname Firstname.pdf), which you will send as attachments in the email. The email subject shall be "Application Position: Surname Firstname", where position will be the name of the position applied for and your name substituted for Surname and Firstname. This means that you are expected to attach 3 documents to the email: Covering letter, Completed Questionnaire and Your CV.

Email: [jobs@mega.mw](mailto:jobs@mega.mw) Subject: "Application Position: Your Name"

Attachments: CV-Surname Firstname.pdf, Application Form-Surname Firstname.pdf, Covering Letter-Surname Firstname.pdf

Please ensure that you submit your application by the 27<sup>th</sup> January 2019 the latest. Only short listed candidates will be contacted for interviews. Good luck!

## 1. General Manager

Senior Management position at Degree Level with >10 years management experience

### **Required Qualifications, Experience & Roles**

1. Ability to lead, plan and manage a start-up, social enterprise business;
2. Successful experience in managing operations, sales and marketing, strategic planning, finance, human resources and projects;
3. Proven track record (>10 years of experience), with >5 years in a senior leadership position with experience in general management and budgetary oversight;
4. Knowledge of budgeting, sales, business development, and strategic planning;
5. Knowledge and experience winning and delivering international donor projects and funds
6. An understanding of renewable energy technologies with previous experience preferred;
7. An understanding of living conditions, social structures and cultures of rural Malawi;
8. Qualified to degree level in Engineering, Business Management or similar and preferably having gained a relevant Masters degree.

### **Job Description: General Manager**

- Deliver on the business plan, undertaking regular reviews and bringing forward updated plans for agreement as required by the Board
- Manage financial and operational systems, policies and procedures to manage the business and provide accurate reporting to the Board, investors, regulators and other authorities
- Work with the Board to ensure appropriate governance arrangements are in place and provide administrative support to enable the Board to function smoothly
- Maintain a functional team with the competencies, capabilities and commitment to grow an outstanding social enterprise
- Compliance with national policies and regulatory requirements;
- Manage all operational assets (generating plant and mini-grids), retail operation (including sales and marketing) and delivery of services to customers
- Manage all financial aspects, including revenue collection, budgeting, accounting and securing funding to support growth from local and international investors
- Develop proposals for new mini-grids - commissioning feasibility studies, system designs and market assessments; undertaking economic assessments securing land access, licences and consents; engaging with communities; procuring equipment and its installation and construction and bringing systems into operation
- Maintain a close relationship with customers, communities and partners

## 2. Project Manager

Senior Project Management Position at Degree Level with >5 years Project Management Experience

### **Required Qualifications, Experience & Roles**

1. University Degree in Civil- Electrical- or Mechanical Engineering or equivalent work experience
2. Demonstrated Practical Experience in (private sector) Project Management
3. Familiarity with project finances and office administration
4. 5+ years related work experience
5. Staff Supervision experience
6. Driving licence Class B (Class A advantageous)
7. Computer Literacy – Excel, Word, Email, Internet, minimum
8. Demonstrated Independence

### **Job Description: (Technical) Project Manager**

The employee is responsible for leading the company's project development, including preliminary works, design, surveying and ensuring that quality standards are adhered to and the work progresses in line with project schedules.

***Preliminary***

- Managing Feasibility Studies and Site Surveys
- Delivering Project Design & Engineering
- Legal Compliance Items
- Project Work Plans & Budgets

***Project Management***

- Prepare Contractor Specifications
- Recommend Suitable Contractors
- Contract Management
- Organize Project Staff & Contractors
- Ensure project progress according to project schedules
- Technical Purchasing and Logistics
- Financial Project Management (Budget and Expense control)

***Commissioning***

- Facilitate commissioning testing
- Oversee Site Handover from Contractors

**3. Accountant**

Mid Level Diploma / Degree Finance & Accounting Position with >3 years relevant experience

***Required Qualifications, Experience & Roles***

1. Diploma or Degree Level Qualifications in a relevant financial field
2. 5+ years related work experience
3. >3 year of demonstrated Experience in accounting
4. Professional Accreditation Desirable
5. Practical private sector experience leading Company accounts
6. Familiarity with office administrative procedures
7. Staff Supervision experience
8. Driving licence Class B (Class A advantageous)
9. Computer literate – Excel, Word Email, Internet, minimum
10. Demonstrated Independence

***Job Description: Accountant***

This position is concerned with the financial management of projects and company finances. Together with input from the General Manager you are responsible for:

***Financial Project Management***

- Project Accounting
- Management of Project Budgets & Expense Control
- Monthly Financial Project Reports (assets, liabilities, income, expenses)
- Financial Project Planning (with the Project Manager)

***Accounts***

- Keeping of Project- and Company Accounts
- Monthly Company Financial Reports
- Year End support for Auditor
- Tax Planning
- Company Auditor Liason
- Purchases & Sales
- Manage Fixed Assets

***Administration***

- Close coordination with Admin & Finance
- Financial Record Keeping
- Asset Files & Lists
- Responsible for Sales
- MRA Liason
- Filing

## 4. Plant Supervisor Generation

Mid Level Supervisory Role or Entry to Mid Level Engineering / Management Job in Electrical, Mechanical or Civil Engineering

### **Required Qualifications, Experience & Roles**

1. University Degree in Civil- Electrical- or Mechanical Engineering or equivalent work experience
2. Electrical experience required - Electrical Engineering preferred
3. A university degree desirable (diploma with work experience acceptable in lieu)
4. >3 years work experience
5. Project Work Experience
6. Electrical / Mechanical installations experience
7. Staff Supervision Experience
8. MERA accreditation desirable
9. Driving licence Class B (Class A advantageous)
10. Computer literate - Excel (CAD/GIS advantageous)

### **Job Description: Project Supervisor Generation**

The employee is responsible for the smooth operation of the power generation plant(s) and the supply of reliable and electrical power to the mini-grid, while ensuring that quality standards are maintained. On the projects the employee is responsible for the surveying and supervision of project work with a focus on field work, ensuring that quality standards are adhered to and the work progresses in line with project schedules.

#### *Plant*

1. Ensure Reliable electrical supply to the mini-grid
2. Maintenance of Generation Infrastructure
  - a. eg. Intake, Canal, Penstock, Turbine, Generator, Switchgear, Dumpload
3. Enforce Maintenance schedules
4. Supervision of Power House Operators
5. Training of Operators
6. Plant Improvements
7. Plant Record Keeping
8. Cleanliness of the Generation Infrastructure
9. Safekeeping of Materials & Tools
10. Weekly and Monthly Power Generation Reports

#### *Project Supervision*

- Supervise Site Works
- Enforce agreed designs and standards
- Organize Workers / Contractors
- Mobilize workers and provide work instructions
- Site work planning / scheduling
- Organize materials
- Oversee contractors work
- Site facilitation
- Materials & Tools Safekeeping

## 5. Project Supervisor Distribution

Mid Level Supervisory Role or Entry to Mid Level Engineering / Management Job in Electrical, Mechanical or Civil Engineering

### **Required Qualifications, Experience & Roles**

1. University Degree in Civil- Electrical- or Mechanical Engineering or equivalent work experience
2. Electrical knowledge and experience required - Electrical Engineering preferred
3. A university degree desirable (diploma with work experience acceptable in lieu)
4. >3 years work experience
5. Project Work Experience
6. Electrical / Mechanical installations experience

7. Staff Supervision Experience
8. MERA accreditation desirable
9. Driving licence Class B (Class A advantageous)
10. Computer literate - Excel (CAD/GIS advantageous)

### ***Job Description: Project Supervisor Distribution***

This position is concerned with power- distribution and delivery to the customer. It includes all the associated administrative processes required for successful and qualitative power delivery to consumers. It includes grid expansion activities.

#### *Sales & Customer Liaison*

- Manage the relationship with the Electricity Committee and Customers
- Ensure awareness of customers of the conditions and responsibilities of connecting to the grid
- Manage customer technical and billing problems.
- Manage electricity sales, including any site agent(s).
- Ensure standards awareness amongst electricity users.

#### *Billing System & Meters*

- Maintain billing system databases
- Supervise the issuing of electricity tokens
- Maintain backups of the billing system data
- Monthly operational and financial system reporting
- Account for returning non-functioning meters
- Manage the meter installations, testing and commissioning
- Supervise a meter installation team

#### *Electrical Mini-Grid*

- Technical Supervision of grid expansion activities
- Manage MERA & government relationships
- Enforce standards compliance of electrical systems (grid and domestic installations)
- Grid documentation & mapping (structures, poles, lines, connected houses)
- Grid- and consumer connections maintenance, Grid expansion works
- Oversee distribution system maintenance

## **6. Admin & Finance Officer**

Mid level Degree / Diploma Finance & Admin role & >3 years experience

### ***Job Description: Admin & Finance Officer***

The company is small and therefore it is expected that everybody keeps a watchful eye on any work that needs to be done. This position is concerned with office administration and financial areas, some of which are listed below.

#### *Human Resources*

- Employee attendance record keeping
- Employee's leave and absences record keeping
- Monthly payroll administration & calculations (excel)

#### *Financial*

- Payment processing (payment vouchers, write cheques, collect signatures)
- Administrate petty cash responsibly
- Prepare accounts journal entry forms
- Booking company accounts under supervision
- Assist in month end reports
- Cashflow planning
- Project & logistics planning
- Monthly bank account reconciliations
- Monthly MRA payments: PAYE, WHT, VAT etc.
- Cash handling and banking
- Debtors and creditors management
- Electricity Sales

### *Administration*

- Tracking vehicle expiry dates (CoF, Insurance, Service etc.)
- Bank Liason
- Filing and record keeping
- Statistic records keeping
- Procurement
- Secretarial Work
- Incoming mail and email
- Appointments
- Any other work which may be required

## **7. Vehicle Administrator / Driver**

### ***Required Qualifications & Experience***

1. English Language Skills both written and Oral
2. Basic Reading and Writing Skills
3. Basic Mathematics Skills
4. Honest & Reliable
5. MCSE Minimum
6. Driving Licence Class B minimum for >5+ years
7. Off road driving experience advantagous
8. Mechanical Experience Desirable
9. Proven Experience in a comparable role

### ***Job Description: Vehicle Administration & Logistics***

The employee will be responsible for vehicle administration and the smooth operation of the company fleet of vehicles. Besides driving the vehicles the person shall also be responsible for planning trips and ensuring that the company fleet is maintained in a roadworthy condition.

#### ***Vehicle Administration***

- Responsible for vehicle's roadworthiness
- Monthly usage statistics (eg. fuel consumption, odometer, running costs)
- Service schedules and service alerts
- Insurance, CoF and other calendar based items tracking
- Service status tracking and planning
- Keep vehicle files up to date

#### ***Logistic Services***

- Trip planning
- Courier services (pickup / drop-off)
- Transportation of Passenger and goods
- Administrative errands (bank, post office, MRA, etc)
- Shopping

#### ***Vehicle Maintenance***

- Maintain vehicle cleanliness
- Routine vehicle maintenance (eg. water, oil, tire pressure, brake fluid, etc.)
- Presence during vehicle services

## **8. Officer Orderly & Messenger**

### ***Required Qualifications & Experience***

10. English Language Skills both written and Oral
11. Basic Reading and Writing Skills
12. Basic Mathematics
13. Honest & Reliable
14. MCSE Minimum
15. Proven Experience in a comparable role

## ***Job Description: Office Orderly & Messenger***

This person is responsible for office security during the day, office upkeep and office support tasks.

### ***Office Security***

- Handing over to and from night guards during working days

### ***Office Upkeep***

- Keep the office in a clean and presentable state
- Cleaning staff working places & equipment
- Cleaning office sanitary areas (kitchen and toilets)
- Report building and equipment defects (drainage, plumbing, electrical etc.)
- Reporting low stock levels of commonly stocked office materials (cleaning materials, etc)
- Keep Office Statistics (generator usage, electricity usage, water consumption, etc.)

### ***Garden Upkeep***

- General Gardening and Garden Upkeep
- Cutting Grass and keeping bushes trimmed
- Planting Grass, Trees and Shrubs as required
- Managing waste disposal on the property

### ***Office Support***

- Delivering and collections of documents & goods
- Assistance with loading and offloading vehicles
- Starting and stopping the generator as required