



## EXECUTIVE PLACEMENT CHIEF EXECUTIVE OFFICER

### A. INTRODUCTION AND BACKGROUND

Malawi Investment and Trade Centre (MITC) is a Statutory Corporation established by the Investment and Export Promotion Act of 2012 following the merger of the Malawi Export Promotion Council (MEPC) and the Malawi Investment Promotion Agency (MIPA). It is mandated to attract, promote, encourage and facilitate investment in all sectors of our economy and to find export markets for goods and services manufactured in Malawi. It is there to fast track, ease and minimize cost of doing business in Malawi for both new and existing companies by offering efficient and reliable one stop services to the business community.

The Mission of MITC is:

**“MITC exists to promote and develop Malawian exports and to attract and nurture foreign and domestic direct investment, and lobby for a conducive business climate in Malawi”**

In order to fulfil the above mission effectively, an excellent and rare opportunity has arisen to engage a qualified, highly motivated and well experienced person of Malawian origin to fill the position of **Chief Executive Officer** tenable at MITC's Head Office in Lilongwe. The Board of Directors of MITC therefore invites applications from suitable candidates to fill this position on a three (3) year employment contract.

### B. PROFILE

High level of integrity, excellent leadership qualities, good communication and networking skills and marketing acumen, capacity to initiate technical, administrative and managerial innovations geared at making MITC a vibrant and competitive institution, soft skills in ICT.

## C TERMS OF REFERENCE FOR THE CEO

Reporting to the Board of Directors the Chief Executive Officer is the Head of MITC and shall be responsible for planning, organizing, coordinating, directing and controlling the functions of the Centre in line with the its strategic plan.

In particular, the ideal candidate should have demonstrable capacity to lead and efficiently manage the Centre's core functions of **country branding, investment and trade promotional agenda, pragmatic advisory and advocacy to key stakeholders**. In addition, the ideal candidate should also possess effective and efficient general management and administration skills required to manage an eminent institution of excellence in a fast-changing operating environment.

## D. ACADEMIC QUALIFICATIONS

A minimum of Master's and Bachelor's Degree in Business Administration, Marketing, Economics or Finance or its equivalent, from a recognized institution of higher learning.

## E. EXPERIENCE

At least ten (10) years' post graduate work experience of which five (5) years were at top management of a Public or reputable private institution

## F. REQUISITE COMPETENCES AND PERSONAL ATTRIBUTES

The ideal candidate for the position must:

- a) Have excellent marketing and promotional skills as well as direct experience in dealing with private companies preferably at the international levels;
- b) Be able to lead and manage a multi-disciplinary team of technical and professional staff;
- c) Strong analytical and interpersonal skills;
- d) Strong organizational skills. Versatility, ability to multi task and meet deadlines;
- e) Excellent communication skills (oral and written);
- f) Ability to work as a team leader and member with leadership skills for coaching and developing employees;
- g) Mature and good communicator with adequate negotiating skills; and
- h) Be Computer literate.

## **G. TERMS AND CONDITIONS OF SERVICE**

MITC shall offer an attractive employee benefits package to successful candidate in accordance with its emolument structure (commensurate with qualifications and experience) which includes salary, corporate vehicle, medical insurance, and membership to Contributory Medical Scheme.

## **G. METHOD OF APPLICATION**

Interested persons should submit applications, enclosing copies of the certificates, detailed Curriculum Vitae (CV) with names and contact details of three (3) names of traceable referees by **2<sup>nd</sup> July 2021** to:

**The Chairperson,  
Board of Directors  
Malawi Investment and Trade Centre  
Private Bag 302,  
Capital City,  
Lilongwe 3,  
Malawi.**

Only shortlisted applicants will be acknowledged and invited for interviews.