



CAREER OPPORTUNITIES AT NOCMA

The National Oil Company of Malawi (NOCMA) is a wholly owned Government of Malawi company established under the Companies Act of 1984 on 10 December 2010. The Company commenced operations in 2012 with the primary objective of ensuring security of fuel supply in Malawi.

NOCMA is responsible for the importation of petroleum products and serves as Government's agent in managing the Country's Strategic Fuel Reserves (SFRs) located in Blantyre, Lilongwe, and Mzuzu, as well as other depots in Chilumba, Chipoka, and Mchinji.

Over the past fourteen (14) years, the Company has grown significantly in national strategic importance. Its fuel importation market share increased from ten percent (10%) in 2015 to an average of seventy-seven (77%) in the 2025/2026 financial year. This growth has been matched by strengthened institutional capacity and strategic investments to enhance operational efficiency and effectiveness.

In pursuit of sustained performance and excellence in delivering its mandate, NOCMA invites applications from suitably qualified and experienced candidates to fill the following positions.

An attractive remuneration package commensurate with experience and qualifications will be offered to the successful candidates, with an opportunity to build a meaningful executive career within the oil and gas industry.

1. LEGAL SERVICES MANAGER (NOC04) - CODE: LSM2026 – Tenable at Head Office in Lilongwe

PURPOSE

The Legal Services Manager oversees and manages all legal affairs of the Company, ensuring compliance with laws, mitigating legal risks, and providing expert legal guidance to leadership, management, and staff to safeguard NOCMA's interests.

KEY DUTIES AND RESPONSIBILITIES

- 1) Oversee and manage the activities of the Company's legal section.
- 2) Provide legal advice, opinions, and interpretations on contracts and regulatory frameworks.
- 3) Draft, review, negotiate, and manage agreements, MOUs, and other legal instruments.
- 4) Coordinate and manage external legal counsel as required.

- 5) Handle litigation involving the Company and represent it in court or arbitration.
- 6) Interpret laws and regulations relevant to the Company's operations and business transactions.
- 7) Review Company policies to ensure compliance with legal and regulatory requirements.
- 8) Conduct legal research to support decision-making and risk management.
- 9) Advise on and promote effective complaint handling and stakeholder feedback procedures.
- 10) Provide guidance and support to leadership and staff on all legal matters.

REPORTING LINE AND SUPERVISORY RESPONSIBILITY

The Legal Services Manager reports to the Director of Corporate Services and is responsible for supervising the Legal Services Officer.

THE PERSON

The required candidate should have the following competences, skills, and attributes:

- 1) **Planning and organizing** – ability in planning and organizing for delivery of required outputs
- 2) **Performance management** – ability to set Key Performance Indicators (KPIs) and oversee their achievement.
- 3) **Communication and reporting** – ability to prepare and present professionally researched papers that comply with standard policies and other requirements.
- 4) **Building and maintaining partnerships** – ability to build a network of external stakeholders and alliances with government counterparts, and other stakeholders to promote and advance the work of the Company.
- 5) **Thinking and acting strategically** – ability to understand the big picture and to identify potential opportunities for action and challenges that exist.

QUALIFICATIONS AND EXPERIENCE

- 1) A Bachelor of Laws (LLB (Hons)) from an accredited institution. Possession of a master's degree in a relevant field will be an added advantage.
- 2) At least five (5) years of full & current membership of the Malawi Law Society.
- 3) A minimum of eight (8) years' cumulative work experience in corporate, commercial, or regulatory legal practice, five (5) of which should have been spent in a comparable role.
- 4) Proven experience in litigation, contract negotiation, and legal advisory at a senior level.

2. RESEARCH AND DEVELOPMENT MANAGER (NOC04) – CODE: RDM2026 – Tenable at Head Office in Lilongwe

PURPOSE

The R&D Manager leads and oversees research and innovation initiatives, driving technological advancements and process improvements to enhance NOCMA's competitiveness, sustainability, and performance in the oil and gas sector.

KEY DUTIES AND RESPONSIBILITIES

- 1) Develop, coordinate, and implement strategic policies, systems, and programs across upstream, midstream, and downstream operations.
- 2) Lead research and innovation initiatives to advance technological solutions, operational efficiency, and process optimization.
- 3) Analyze the economic, environmental, and operational impact of oil and gas activities on NOCMA and the national economy.
- 4) Forge and maintain strategic partnerships with government agencies, industry stakeholders, research institutions, and international experts.
- 5) Oversee the negotiation, drafting, and management of contracts, MOUs, and agreements related to R&D and technology deployment.
- 6) Conduct market, technological, and industry research to identify emerging trends, opportunities, and risks in the oil and gas sector.
- 7) Promote the adoption of innovative solutions, digital technologies, and sustainable practices across NOCMA operations.
- 8) Support capacity building, knowledge transfer, and training initiatives to strengthen internal R&D capabilities.
- 9) Ensure all R&D activities comply with national regulations, international standards, and environmental, health, and safety requirements.
- 10) Contribute to the strategic development and sustainability of Malawi's oil and gas industry in alignment with national energy policies.

REPORTING LINE AND SUPERVISORY RESPONSIBILITY

The position reports to the Director of Corporate Services and has no supervisory responsibility.

THE PERSON

The required candidate should have the following competences:

- 1) **Strategic Thinking and Leadership** – Leads teams and initiatives with a clear vision, aligning actions to organizational goals.
- 2) **Planning and Performance Management** – Effectively plans, prioritizes, and monitors activities to achieve key objectives.
- 3) **Technical Expertise** – Applies deep knowledge of oil and gas technologies, exploration, and innovation to drive results.
- 4) **Analytical and Problem-Solving Skills** – Analyses complex data and challenges to develop practical, effective solutions
- 5) **Stakeholder Engagement and Partnerships** – Builds and maintains strategic relationships with government, industry, and research partners.
- 6) **Communication and Reporting** – Prepares and presents clear, professional reports and recommendations to inform decision-making
- 7) **Regulatory, Compliance, and Sustainability Awareness** – Ensures all activities adhere to legal, safety, and environmental standards while promoting sustainable practices.

QUALIFICATIONS AND EXPERIENCE

- 1) Bachelor's degree in Petroleum Studies (Oil and Gas), Petroleum Engineering, Chemical Engineering, Energy Studies, or related field from an accredited institution. Possession of a master's degree in a relevant field will be an added advantage.

- 2) Professional certifications in Research & Development, Project Management (PMP), or Innovation Management are desirable.
- 3) At least five (5) years of full & current membership of a relevant professional body.
- 4) A minimum of eight (8) years' cumulative work experience, five (5) of which should have been spent in a comparable role.

3. SENIOR FINANCE OFFICER – STOCKS (NOC05) – CODE: SFO-S2026 – Tenable at Head Office in Lilongwe

JOB PURPOSE

Reporting to the Finance Manager – Management Accounting, the Senior Finance Officer (Stocks) oversees fuel stock management to ensure optimal inventory levels and prevent shortages or overstocking. The role supports supply forecasting, coordinates financing, and produces accurate stock reports and analysis to support efficient operations and informed decision-making.

REPORTING LINE AND SUPERVISORY RESPONSIBILITY

The Senior Finance Officer - Stocks will have a supervisory responsibility over the Finance Officer – Management Accounting.

KEY DUTIES AND RESPONSIBILITIES

- 1) Collaborate with the Operations Department to forecast fuel supply requirements and monitor stock levels to ensure continuity of supply.
- 2) Maintain accurate and up-to-date fuel inventory records in the Company's financial and operational systems.
- 3) Coordinate financing arrangements for fuel procurement, ensuring timely availability of funds for planned supply orders.
- 4) Facilitate the processing and monitoring of Letters of Credit in liaison with financiers, suppliers, and the Supply function.
- 5) Monitor product storage levels and coordinate with Operations to ensure security, integrity, and efficient stock management.
- 6) Coordinate periodic physical stock counts and reconciliations at all Company depots to ensure inventory accuracy and accountability.
- 7) Monitor stock movements and maintain effective inventory control systems to prevent losses, shortages, or overstocking.
- 8) Prepare weekly and monthly stock reconciliation reports, including analyses of product margins, costings, and inventory variances.
- 9) Provide financial and analytical decision support using enterprise systems such as SAP and Business Intelligence tools.
- 10) Perform reconciliations between physical stock balances, operational records, and financial system data to ensure accuracy and compliance.

THE PERSON

The required candidate should have the following competences:

- 1) **Inventory & Financial Control** – Ensures accurate stock accounting and reconciliation.
- 2) **Analytical Skills** – Provides reliable data and insights to support decisions.

- 3) **Planning & Coordination** – Effectively manages forecasts, financing, and stock activities.
- 4) **Systems Management** – Uses SAP and other tools to maintain inventory and financial data.
- 5) **Attention to Detail** – Maintains accuracy in reports, reconciliations, and records.
- 6) **Stakeholder Collaboration** – Works effectively with internal and external partners.
- 7) **Compliance & Risk Management** – Ensures adherence to controls, procedures, and regulations.

QUALIFICATIONS AND EXPERIENCE

- 1) Bachelor's degree in Accounting, Finance, Economics, or a related field, from an accredited institution.
- 2) At least three (3) years of full & current membership of CIMA, ACCA, or a related professional body.
- 3) A minimum of six (6) years' cumulative work experience in inventory finance, stock control, or supply chain finance, preferably in the petroleum or oil and gas sector, four (4) of which should have been spent in a comparable role.

4. OPERATIONS OFFICER – DISTRIBUTION (NOC06) – CODE: OO-D2026 – Tenable at Head Office in Lilongwe

PURPOSE

The purpose of the job is to facilitate the efficient distribution of petroleum products from NOCMA depots to customers, ensuring effective order management, depot coordination, and supervision of delivery operations.

KEY DUTIES AND RESPONSIBILITIES

- 1) Receive and manage customer orders efficiently.
- 2) Generate and process orders in the Company's Operating System.
- 3) Liaise with depots to coordinate truck loading according to order schedules.
- 4) Monitor and track order fulfillment to ensure timely delivery.
- 5) Prepare and submit regular reports on distribution activities.
- 6) Facilitate the receipt and verification of incoming fuel from suppliers.
- 7) Oversee the dispatch of fuel from company reserves to meet operational requirements.
- 8) Ensure compliance with safety, quality, and operational standards during distribution.
- 9) Identify and resolve operational issues affecting distribution efficiency.
- 10) Support continuous improvement initiatives to optimize the distribution process.

REPORTING LINES AND SUPERVISORY RESPONSIBILITY

The Operations Officer – Distribution, reports to the Senior Operations Officer - Distribution. The post has supervisory responsibility over the Assistant Operations Officer - Distribution.

THE PERSON

The required candidate should have the following competences:

- 1) **Planning and organizing** – ability in planning and organizing for delivery of required outputs.
- 2) **Performance management** – ability in staff supervision and motivation.
- 3) **Communication and reporting** – ability to prepare and present professionally researched papers that comply with standard policies and other requirements.

QUALIFICATIONS AND EXPERIENCE

- 1) Bachelor's Degree in Logistics and Supply Chain Management, Business Administration/Management, Logistics, or any related field, from an accredited institution.
- 2) Full & current membership of a relevant professional body is an added advantage
- 3) A minimum of four (4) years' cumulative work experience, three (3) of which should have been spent in a comparable role.
- 4) Experience in using ERP systems such as SAP for order and inventory management.

5. DEPOT SUPERVISOR (NOC06)– CODE: DS2026 – Tenable at Mzuzu depot in Mzuzu

PURPOSE

The purpose of the job is to lead and supervise day-to-day operations of the Strategic Fuel Reserve (SFR) Depot, ensuring optimal operational efficiency, safety, compliance, and reliability of fuel storage and distribution. The role ensures that depot activities, maintenance, and staff performance meet the highest operational, safety, and quality standards.

KEY DUTIES AND RESPONSIBILITIES

- 1) Lead daily depot operations to ensure safe and efficient fuel storage and distribution.
- 2) Maintain precise inventory and operational records, delivering timely reports on fuel stocks and movements.
- 3) Facilitate the inspections of tanks, valves, pumps, seals, and infrastructure to uphold operational integrity.
- 4) Plan and execute emergency response drills to strengthen readiness and compliance.
- 5) Oversee preventive and corrective maintenance for all depot equipment, infrastructure, and vehicles.
- 6) Monitor and evaluate contractor performance to ensure adherence to quality standards.
- 7) Enforce safety, health, environmental, and quality standards, conducting audits and risk assessments.
- 8) Mentor, supervise, and appraise staff while fostering teamwork, motivation, and engagement.
- 9) Identify training needs and facilitate professional development for operational and technical teams.

10) Execute additional duties assigned by the Depot Manager to achieve strategic objectives.

REPORTING LINES AND SUPERVISORY RESPONSIBILITY

The Depot Supervisor reports to the Depot Manager, and has supervisory responsibility over the following positions:

- 1) Maintenance Technician
- 2) Depot Clerk
- 3) Electrical Technician
- 4) Senior Depot Operator
- 5) Office Assistant
- 6) Groundsman

THE PERSON

The required candidate should have the following competences:

- 1) Strong leadership, team management, and interpersonal skills.
- 2) Proven ability to plan, organize, and monitor complex operational activities.
- 3) Excellent problem-solving, analytical, and decision-making capabilities.
- 4) Knowledge of fuel depot operations, inventory management, and asset maintenance.
- 5) Understanding of financial management as it relates to depot operations.

QUALIFICATIONS AND EXPERIENCE

- 1) Bachelor's degree in Mechanical Engineering, Electrical Engineering, Chemical Engineering, Industrial Engineering, Logistics or Supply Chain Management, Business Administration or Operations Management (with a technical focus) obtained from an accredited institution.
- 2) Minimum of four (4) years of experience in depot or fuel storage management at operational level, with three (3) years spent in a comparable role.

6. ADMINISTRATION ASSISTANT (NOC07)– CODE: AA2026 – Tenable at Head Office in Lilongwe

PURPOSE

The purpose of the job is to provide high-quality administrative support to the Corporate Services Directorate, ensuring smooth operations across Human Resources (HR), Administration, Information Technology (IT), Legal, Planning, Monitoring and Evaluation (PME), and Communications.

KEY DUTIES AND RESPONSIBILITIES

- 1) Prepare and maintain vehicle fuel utilization and accident reports to support management decisions.
- 2) Organize and manage correspondence, reports, and confidential records efficiently.
- 3) Schedule, coordinate, and support meetings, workshops, and events, including taking minutes and tracking follow-ups.
- 4) Manage executive and departmental calendars and organize travel arrangements.

- 5) Facilitate processing of staff requests such as leave, loans, and HR-related matters.
- 6) Maintain office supplies, equipment, and stationery to ensure smooth operations.
- 7) Prepare purchase requisitions, maintain procurement trackers, and liaise with the procurement team.
- 8) Process invoices and payments in the SAP ERP system, including utilities, rentals, and vehicle services.
- 9) Support executives and staff with confidential documentation, ad hoc administrative tasks, and reporting requirements.
- 10) Maintain and improve filing systems, implement office process improvements, and support cross-functional activities.

REPORTING LINES AND SUPERVISORY RESPONSIBILITY

The Administration Assistant reports to the Director of Corporate Services. The post has no supervisory responsibility.

THE PERSON

The required candidate should have the following competences:

- 1) Strong attention to detail and accuracy.
- 2) Ability to prioritize tasks and manage time effectively.
- 3) Professionalism and discretion in handling sensitive information.
- 4) Proactive, solution-oriented, and adaptable.
- 5) Teamwork, collaboration, and willingness to support cross-functional initiatives.

QUALIFICATIONS AND EXPERIENCE

- 1) Diploma in Business Administration or Management, or related field from an accredited institution. Possession of a first Degree will be an added advantage.
- 2) Minimum three (3) years of cumulative experience in administrative support with two (2) spent in a comparable role.
- 3) Proficiency in MS Office and ERP systems, strong organizational skills, and ability to handle confidential information.

7. ELECTRICAL TECHNICIAN (NOC07)– CODE: ET2026 – Tenable at Head Office in Lilongwe

PURPOSE

The purpose of the job is to install, maintain, and repair electrical machines, systems, and equipment across NOCMA facilities, ensuring operational reliability, safety, and compliance with technical standards.

KEY DUTIES AND RESPONSIBILITIES

- 1) Install electrical components, machines, and equipment according to technical specifications and safety standards.
- 2) Diagnose electrical faults in machines, systems, and buildings, and perform necessary repairs.
- 3) Operate electrical plants and equipment, including switchgears and control systems.

- 4) Perform routine and preventive maintenance on all electrical machines and associated equipment.
- 5) Test protection relays in coordination with the Electricity Supply Corporation of Malawi (ESCOM) to ensure operational safety.
- 6) Install and commission new equipment, including motors, transformers, and switchgears.
- 7) Participate in major breakdown maintenance and emergency electrical repairs across NOCMA facilities.
- 8) Maintain accurate records of maintenance, repairs, and inspections for all electrical systems.
- 9) Ensure compliance with safety, health, and quality standards in all electrical work.
- 10) Perform other duties as reasonably assigned by supervisors to support operational reliability.

REPORTING LINES AND SUPERVISORY RESPONSIBILITY

The Electrical Technician reports to the Infrastructure Development and Maintenance Manager and has no supervisory responsibility.

THE PERSON

The required candidate should have the following competences:

- 1) Organized, reliable, and a strong team player.
- 2) Flexibility to work beyond standard hours as operational needs require.
- 3) Commitment to safety, quality, and operational excellence.
- 4) Strong problem-solving and troubleshooting skills.

QUALIFICATIONS AND EXPERIENCE

- 1) City & Guilds Part II or Diploma in Electrical Engineering.
- 2) Minimum of three (3) years' cumulative experience in electrical engineering, with two (2) spent in a comparable role.
- 3) Proven experience in installation, maintenance, and repair of electrical machines and equipment.
- 4) Knowledge of safety regulations and electrical standards.
- 5) Ability to read technical drawings and schematics.

APPLICATION PROCEDURE

Interested candidates who meet the required qualifications and experience should send applications with cover letter, copies of certificates, detailed curriculum vitae (CV), proof of membership of professional body (where this is stipulated as a requirement), names, addresses and phone contact numbers of three traceable referees to the following address:

**The Chief Executive Officer
National Oil Company of Malawi
4th Floor, Kang'ombe House, City Centre
Private Bag 370
Lilongwe**

Attention: The Human Resources & Administration Manager

Email: nocmajobs@nocma.mw

Applicants should state clearly on the envelope or in the subject line of an email, the **Code for the Post** they are applying for.

The closing date for receipt of applications is 18th April 2026

In line with the **Gender Equality Act of 2013**, female candidates are strongly encouraged to apply. NOCMA is committed to promoting diversity and ensuring equal opportunities for all applicants.