



VACANCIES

The Financial Intelligence Authority (FIA) is a government agency established under the Financial Crimes Act 2017 (FCA) to prevent and combat financial crimes through detecting and investigating these crimes and disseminating financial intelligence to competent authorities and engage in information sharing with other Financial Intelligence Units in order to maintain the integrity of the country's financial system. In line with its mandate, FIA has the following vacancies to be filled as soon as possible. The positions are tenable at FIA offices in Lilongwe.

1. Legal Services Manager (FIA3)

Main Duties and Responsibilities:

Reporting to the Director Legal and Corporate Services, the job-holder will be responsible for following:

- Conduct research in legal matters relating to the Financial Crimes Act and related legislation.
- Implement policies, plans, strategies and procedures on legal matters.
- Conduct civil asset forfeiture on cases related to financial crimes.
- Conduct litigation on behalf of the FIA.
- Carry out legal drafting and vetting of documents.
- Monitor changes in the regulatory environment.
- Prepare and review Anti-Money Laundering, Combating the Financing of Terrorism and Proliferations (AML/CFT/CPF) regulations as may be required from time to time.
- Represent the FIA in forums that require contribution in legal matters.
- Manage and guide a team handling legal services under his/her supervision.
- Provide legal advice and opinions on relevant matters.
- Conduct performance appraisal of officers working under him/her.
- Respond to the needs of domestic stakeholders and international organizations when required.
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- A Master's Degree in Law from reputable institutions of higher learning.
- At least three (3) years' experience at managerial level in a comparable function.
- Must be a practicing lawyer and member of good standing with the Malawi Law Society.
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters, as well as interacting with senior management of stakeholder institutions.

2. Senior Legal Officer (FIA4)

Main Duties and Responsibilities:

Reporting to the Manager Legal and Policy, the job-holder will be responsible for following:

- Conduct research in legal matters relating to the Financial Crimes Act and related legislation.
- Conduct civil asset forfeiture on cases related to financial crimes.

- Carry out legal drafting and vetting of documents.
- Conducting litigations on behalf of the FIA.
- Prepare and review internal policies.
- Prepare and review agreements between FIA and other stakeholders.
- Liaising with members of other departments of the organisation on pertinent legal matters that would affect the FIA.
- Provide legal advice and opinion on relevant matters.
- Monitor changes in the regulatory environment.
- Receive reports on the cases that have been handed over to prosecuting institutions.
- Work jointly with prosecuting institutions on cases related to money laundering when requested by the State.

Qualifications and Competencies:

- Minimum of a Bachelor's Degree in Law from reputable institutions of higher learning.
- At least two (2) years' experience in a comparable function.
- Must be a practicing lawyer and member of good standing with the Malawi Law Society.
- Ability to provide independent advice (orally and in writing) to senior level management on highly technical matters, as well as interacting with senior management of stakeholder institutions.

3. Senior Financial Analyst (FIA4) (2 Positions)

Main Duties and Responsibilities:

Reporting to the Financial Analysis Manager, the job-holder will be responsible for the following:

- Process and analyse suspicious transaction reports from reporting institutions and requests from law enforcement agencies.
- Assess and prioritize suspicious transactions reports.
- Analyse and produce financial data on complex cases from a financial analyst's perspective.
- Gather and document facts and findings coherently and comprehensively for dissemination to law enforcement agencies.
- Collaborate with relevant law enforcement agencies and financial institutions.
- Support the identification of money laundering and terrorist financing trends and techniques leading to preparation of typologies reports.
- Collect, collate and input relevant statistics in a structured manner.
- Respond to the needs of domestic stakeholders and international organizations when required.
- Recommend cases for financial investigations.
- Participate in training of law enforcement agencies and other stakeholders.
- Represent the FIA in various inter-agency forums.
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Social Sciences or any other related field.
- At least 2 years' experience in law enforcement, financial investigation, auditing or reporting institution supervision.

4. Senior Operations Analyst (FIA4)

Main Duties and Responsibilities:

Reporting to the Operations Analysis Manager, the job-holder will be responsible for the following:

- Process and analyse reports from reporting institutions and make financial intelligence disseminations to law enforcement agencies.
- Detect suspicious activities from various reports submitted by reporting institutions by monitoring transactions through various systems and applications.

- Process requests from law enforcement agencies.
- Assess and prioritize suspicious transactions reports.
- Analyse and produce financial data on complex cases from a financial analyst's perspective.
- Collaborate with relevant law enforcement agencies and financial institutions.
- Support the identification of money laundering and terrorist financing trends and techniques leading to preparation of typologies reports.
- Conduct appropriate enhanced due diligence processes.
- Collect, collate and input relevant statistics in a structured manner.
- Respond to the needs of domestic stakeholders and international organizations when required.
- Recommend cases for financial investigations.
- Participate in training of law enforcement agencies and other stakeholders.
- Represent the FIA in various inter-agency forums.
- Carry out other duties as assigned from time to time.

Qualifications and Competencies:

- Minimum of a Bachelor's degree in Finance, Accounting, Business Administration, Social Sciences or any other related field.
- At least 2 years' experience in law enforcement, financial investigation, auditing or reporting institution supervision.

5. Senior Database Administrator (FIA4)

Main Duties and Responsibilities:

Reporting to the ICT Manager, the job-holder will be responsible for the following:

- Design, develop and maintain databases to support the organization's applications and business operations.
- Monitor the institution databases to ensure integrity, security, and availability.
- Troubleshoot and resolve issues related to databases.
- Maintain database documentation, including data standards, procedures, and metadata.
- Develop customized systems for the institution.
- Write, test and debug code for software applications and systems.
- Integrate software components with third-party systems.
- Design, identify and fix bugs to ensure application reliability.
- Maintain and update existing customized solutions to improve performance.
- Develop and maintain data backup, recovery, and disaster recovery plans.
- Collaborate with software developers, systems engineers, and other IT professionals to design and implement digital solutions.
- Stay up to date with emerging trends and technologies in database management and apply them to improve database performance and security.
- Managing data from reporting institutions.
- Maintenance of FIA Website and Intranet sites.
- Carry out other duties as assigned from time to time.

Skills and Qualifications:

- Minimum of a Degree in Computer Science, Information Technology, Information Systems or other related field from a recognized and reputable institution of higher learning.
- At least two (2) years' experience in database administration.
- Work knowledge of Linux platforms and valid professional certification in database systems will be an added advantage.
- Experience with languages like Python, Java, C++, or JavaScript.
- Proficiency in database technologies such as Oracle, SQL Server, MySQL, or MongoDB.

- Strong expertise in data modeling, schema design, and normalization.
- Experience with backup and recovery, high availability, and disaster recovery technologies, database security, digital security systems, and performance tuning and optimization.

6. ICT Officer (FIA5)

Main Duties and Responsibilities:

Reporting to the ICT Manager, the job-holder will be responsible for the following:

- Configuring computer systems, servers, networks, and related hardware and software.
- Support the supervisor on daily routine network maintenance activities.
- Monitor network usage and bandwidth. Bring to attention of the supervisor on potential technical issues.
- Providing tier 1 support to end-users.
- Handle routine operation and monitoring of server systems including back-ups.
- Providing audiovisual equipment support as and when requested.
- Maintaining and updating files (electronic and paper) and internal databases.
- Work closely with administration department in maintaining ICT equipment inventory.
- Prepare equipment for new staff which includes Installing/upgrading, configuring (routine, standard) and maintaining systems, tools and equipment.
- Support the supervisor in ensuring the staff members are oriented on how to use IT equipment.
- Assist in preparing reports or extracting data as needed or per requests of users, also help diagnosing errors and preliminary address the issue as necessary.
- Preventive and corrective maintenance of IT equipment.
- Support in setting up, correct and maintain users in access control and security camera systems.
- Support and training internal staff members and external stakeholders in ICT systems.
- Carry out any other duties as assigned from time to time.

Skills and Qualifications:

- Minimum of a Degree in Computer Science, Information Technology or Information Systems from a recognized and reputable academic institution.
- At least two (2) years' experience in a similar role in a reputable organisation.
- A valid professional certification in database systems will be an added advantage.
- Strong knowledge of operating systems (Windows, Linux), networking concepts, server management, and security best practices.

7. Procurement and Asset Disposal Officer (FIA5)

Main Duties and Responsibilities:

Reporting to the Director Legal and Corporate Services, the job-holder will be responsible for the following:

- Develop and review policies and standard operating procedures on procurement and disposal of assets.
- Develop annual procurement plans and disposal of assets plans.
- Liaise with requisitioning departments to develop correct product and service specifications.
- Implement, monitor and propose reviews of internal procurement and asset disposal policies and procedures standards in line with the relevant laws.
- Provide general advice and support to staff and management on procurement and asset disposal.
- Preparing minutes and reports for the Internal Procurement and Disposal of assets Committee, ad-hoc evaluation teams, Management and the PPDA.
- Prepare and review documents such as request for quotations, procurement bids, procurement notices, and others.
- Coordinate the closing, opening and evaluation of bid documents.
- Inspect goods and equipment delivered by suppliers.
- Prepare and review procurement contracts.

- Manage records for procurement and disposal of assets.
- Conduct market research on market trends on pricing, availability and supply of goods and services.
- Carry out other duties as assigned from time to time.

Skills and Qualifications:

- Minimum of a Degree in Procurement, Supply Chain Management, from a recognized and reputable academic institution or related qualifications from a recognized and reputable academic institution.
- At least two (2) years experience in a similar role in a reputable organisation.
- Membership with the Malawi Institute of Procurement and Supply (MIPS).
- Adherence to professional ethics.

The interested candidates for these vacancies should possess the following attributes:

- Impeccable behavior with no criminal record, highly disciplined, trustworthy and without active political affiliation.
- Resourceful, innovative, organized analytical and strategic thinker.
- Ability to work effectively under critical deadlines, with a large degree of independence, and deliver results.
- Ability to produce complex reports.
- Effective communication and interpersonal skills.
- Must be conversant with financial crime laws in the country.
- Proficiency in Microsoft Office suite of products and other relevant ICT applications.

If you meet the above requirements and have a passion to contribute to the fight against financial crimes, submit a package of your application through the link available at www.fia.gov.mw, Facebook or LinkedIn. The application letter should be addressed to:

The Director General
Financial Intelligence Authority
Private Bag B441
LILONGWE 3

Applications should be submitted by **Wednesday, 10th September 2025**, electronically. Only shortlisted candidates will be contacted for interviews. FIA is an equal opportunity employer.



www.fia.gov.mw



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Financial Intelligence Authority - Malawi

Building a financial crimes free Malawi