



The Malawi Legal Aid Bureau, established under the Legal Aid Act of 2011, is a national public institution mandated to provide legal aid to persons with insufficient means. In a bid to provide quality legal aid service to the nation, the Bureau invites applications from qualified candidates to fill the following vacant posts:

Vacancy Number	:	LAB/1/25
Title	:	Senior Legal Aid Advocate (3 posts)
Grade	:	Grade H
Reporting to	:	Principal Legal Aid Advocate
Salary	:	Salary range of Grade H in the Legal Aid Bureau
Duty Stations	:	Mzuzu, Blantyre and Lilongwe

Duties and responsibilities

- Representing people of insufficient means in Civil or Criminal matters before the Malawi Supreme Court of Appeal, the High Court of Malawi and Courts subordinate thereto and any other tribunal
- Providing other legal aid services including legal advice and legal assistance to persons of insufficient means as well as civic education and information about the law
- Supervising the provision of legal aid services by Legal Aid officers
- Assessing clients' statements and advising on the merit of the cases before representation process can begin
- Assisting in appraising Legal Aid officers and other staff working under him/her

- Carrying out any related tasks assigned from time-to-time as reasonably requested by supervisor

Qualifications & Experience

- Bachelor of Laws Degree from a recognized university
- Admitted to the Malawi Bar
- At least one (1) year experience as a legal practitioner in both civil and criminal matters.

Vacancy Number :	LAB/2/25
Title :	Driver (3 posts)
Grade :	Grade N
Reporting to :	Administration Officer
Salary :	Salary range of Grade N in the Legal Aid Bureau
Duty Stations :	Lilongwe, Zomba and Blantyre

Duties and responsibilities

- Driving staff and running office errands
- Maintaining motor vehicle log book
- Preparing vehicle performance forms and daily paper work
- Performing vehicle daily inspection such as checking fluid level and tire pressure
- Checking roadworthiness of all institutional vehicles
- Coordinating with fleet management on vehicle maintenances
- Conducting periodic audit on vehicle tools
- Analyzing the delivery address, determining appropriate routes and maintaining schedule
- Performing any other tasks as assigned by supervisor

Qualifications and work experience

- A minimum certificate of MSCE
- Valid clean driving license
- 2 year-experience in a busy institution

Vacancy Number :	LAB/3/25
Title :	Process Servers (8 posts)
Grade :	Grade P
Reporting to :	Administration Officer
Salary :	Salary range of Grade P in the Legal Aid Bureau
Duty Station :	Lilongwe, Mzuzu, Zomba and Blantyre

Duties and responsibilities

- Filling and serving court process
- Collecting mail from the post office
- Collecting files from office and deliver them to the officers concerned
- Cleaning the offices
- Making tea for officers
- Registering incoming and outgoing mail
- Keeping keys for offices
- Any other duties assigned by supervisors

Qualification and experience

- Malawi School Certificate of Education (MSCE)
- Riding license for motorbikes
- At least 1 year experience

Mode of Application

Interested candidates should submit application letters, Curriculum Vitae with three (3) traceable referees and copies of professional certificates to the following address:

The Director
Malawi Legal Aid Bureau
1st Floor Shire Building, Off Paul Kagame Road
P.O. Box 675
Lilongwe

Or

Email: recruitment@legalaidbureau.org

All applications should reach the Director not later than 4:30 pm on Thursday 31st July, 2025.