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FROM: THE SECRETARY FOR HUMAN RESOURCE, MANAGEMENT AND DEVELOPMENT, P.O. BOX 30227, LILONGWE 3

TO : ALL PRINCIPAL SECRETARIES AND HEADS OF DEPARTMENTS

(“DISTRIBUTION LIST A”)

RECRUITMENT OF INTERNATIONAL VOLUNTEERS

As you are aware, the Government of Malawi signed agreements with a number of Volunteer Recruiting Agencies which facilitate recruitment of volunteers to come and work in Malawi in specific areas where local expertise is lacking or inadequate in Government Ministries/Departments/Agencies and non-profit making Non-Governmental Organizations in the country.

Over the years, the approved procedures for recruitment of international volunteers into the country are that:

- a) All requests from Government Ministries/Departments/Agencies and non-profit making Non-Governmental Organization are submitted to the Department of Human Resource Management and Development (DHRMD) for examination.
- b) Upon being satisfied with the justification on the need to recruit, DHRMD supports and forwards the request to the appropriate Voluntary Recruitment Agency available in the Country. Alternatively the DHRMD turns down requests that do not have sufficient justification
- c) On receipt of names and particulars of Volunteers vetted in their Country of Origin submitted by an appropriate Volunteer Recruiting Agency, DHRMD seeks Security Clearance of the Volunteers from Government.

d) Where Security Clearance is approved, the DHRMD informs the appropriate Volunteer Recruitment Agency to allow the volunteers to come and work in the institutions who requested their services in the country.

Despite these procedures being in place, it has been observed that some institutions hosting international volunteers by –pass DHRMD based on the wrong assumption that their consultations and agreements with respective Volunteer Recruitment Agency are conclusive. The implication is that DHRMD has ended up being requested to facilitate security clearance of volunteers whose recruitment into the country was not properly formalized. To some extent, this tendency has also resulted into recruiting International Volunteers against jobs in areas where Malawi is already self-sufficient in terms of availability of qualified and experienced human resource to occupy those jobs.

In view of this observation and the fact that recruitment of international volunteers into the Malawi is not merely meant to fill vacancies, but to build capacity where specialized expertise is needed and only in cases where it is evident that there are no Malawians to occupy such posts, Government has with immediate effect directed that it will not approve security clearance for any international volunteer recruited in violation of the approved procedures.

I should be grateful if all addressees take note and adhere to the contents of this Circular.



B.G. Chilabade
**SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**