



SALES CONSULTANT - LILONGWE BRANCH

Applications are invited from suitably qualified and experienced candidates for the position of Sales Consultant - Lilongwe branch.

Qualification Requirement

A relevant tertiary qualification is preferable.

Experience / Background Preference

1. The company will only look at candidates who have no less than THREE years related work experience in a high performance sales environment.
2. Previous experience within the financial services or insurance sector is essential.
3. Previous experience within the Microfinance sector will be advantageous.
4. Previous sales and/or new business development experience is essential.
5. A strong analytical ability is a requirement of the role.
6. A strong command of English, both written and verbal is a requirement of the role.

Key Deliverables of the Sales Consultant

1. Achieve 100% of the branch sales budgets as provided from time to time.
2. Achieve 100% of the product split as provided from time to time.
3. Liaise with current and prospective employers with the aim of securing payroll deduction agreements.
4. Plan and coordinate sales.
5. Conduct sales campaigns in various places in Malawi through agreed means with your supervisor.
6. Assist Field Agents in conducting activations in various areas of their operations.
7. Manage subordinates in achieving their KPI's and driving sales budgets.
8. Maintain product knowledge and fluency thereof.
9. Capture all loan applications into the loans management system and maintain accuracy in screening these loan applications for credibility to minimize the possibility of fraudulent applications.
10. Attend to all incoming client new business enquiries and advise clients on the most appropriate product suitable for their needs.
11. Manage all assets under control of the position.
12. Assist with the collection of amounts due from clients and/or employers from time to time.
13. Assist with the preparation and completion of daily, weekly and monthly reports.
14. Assist with daily updating of the New Business Control Register.
15. Ensure high levels of service to customers, in line with management expectations as will be expressed from time to time.

Reporting Structure

The Sales Consultant will report to the Regional Manager - Central.

Key Competencies



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The successful candidate will need to demonstrate the following:

1. Strong customer service focus.
2. Sales and business development skills.
3. Self-assurance and a confident manner.
4. The ability to influence and persuade others.
5. A passion for financial markets.
6. Strong interpersonal and communication skills, both verbal and written.
7. Strict attention to detail.
8. Strong time management skills - the ability to prioritise and manage workflow.
9. A strong work ethic.
10. A self-starter who is proactive, shows initiative and displays high levels of self-motivation.
11. Ability to work and think independently.
12. An inquisitive nature and desire to learn.
13. Ability to build strong relationships with team members, company management and clients.
14. Be alert to changing situations, show flexibility in approach, adaptability in difficult circumstances and continuously strive to achieve meaningful results.

Location

The position is based in Lilongwe.

By nature of this position, traveling will be required and a valid driver's licence is a requirement for this position.

Due Date: 2 October 2026.

Send applications to: info.malawi@selectafrica.net.