



EXECUTIVE DIRECTOR  
MALAWI COLLEGE OF HEALTH  
SCIENCES  
17 JAN 2025  
P.O. BOX 30368  
LILONGWE 3

## MALAWI COLLEGE OF HEALTH SCIENCES

### VACANCY

Malawi College of Health Sciences is a Parastatal Organization with its Central Office in Lilongwe. It has Campuses in Blantyre, Zomba and Lilongwe. The College is primarily engaged in the training of health workers.

Malawi College of Health Sciences secured a grant award for a project from the United States Aid for International Development (USAID). Malawi College of Health Sciences intends to recruit a Systems Analyst/Programmer using funds from the Grant.

Applications are invited from suitably qualified and experienced persons to fill the following vacant positions tenable at the College.

#### 1. **SYSTEMS ANALYST & PROGRAMMER M6 – (USAID/MCHS PROJECT) Lilongwe Campus**

##### **Scope of work**

To develop systems of the College through analysis of internal processes, plans, and flow charts process and ensure access to accurate, up to date and useable information.

##### **Key Duties and Responsibilities**

- a) Developing systems by analysing internal processes and requirements and propose technical requirements and translate these into technical specifications
- b) Conducting in-depth analysis of existing systems and processes to identify requirements for new systems or enhancement
- c) Developing detailed system specifications, including data models, process flows, and system interfaces
- d) Interacting with users to analyse system requirements; recommends technology solutions to improve operations
- e) Create user manuals, technical guides, and system documentation to support end users and technical teams

- f) Testing and troubleshooting recently implemented plans for efficiency within the College
- g) Creating analysis reports to represent the cost-benefit of proposed upgrades
- h) Performing backups for software and application packages and arranging for safety for storage for easy retrieval
- i) Reviewing current IT systems to identify issues and propose improvements

### **Core Competence**

- Should have excellent analytical skills for assessing systems and data
- Problem solving techniques in addressing and rectifying system related issues
- Proven track record of producing high quality technical documentation for complex systems and processes
- Able to document intricate system functionalities
- Basic knowledge with object-oriented languages such as Visual Basic, Ruby on rails, python, JavaScript
- Basic knowledge in building and maintaining SQL queries, creates SQL stored procedures, or develops SQL extract scripts to populate data warehouse.

### **Minimum qualifications and Experience**

- Bachelor's Degree in Information Technology, information Systems or Computer Science from an accredited University or College
- 3 years work experience in an academic environment

## **2. LECTURER IN PSYCHOLOGY, COMMUNICATION, & SOCIOLOGY - Lilongwe**

### **Campus**

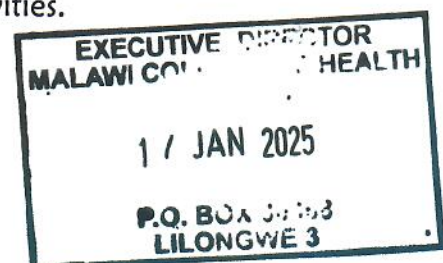
### **Scope of work**

To train students at Diploma and Degree Levels

### **Key Duties and Responsibilities**

- a) Classroom teaching.
- b) Setting, administering and marking examinations.
- c) Preparing duty rosters and time tables.
- d) Participating in curriculum development and review.
- e) Preparing course outlines.
- f) Counseling students on both academic and disciplinary matters according to College rules and regulations.
- g) Attending departmental and academic meetings.
- h) Writing academic reports.
- i) Initiating and participating in research activities.

### **Qualifications and Experience**





- Master's degree in Education
- 3 years work experience in an academic environment

### 3. LECTURER IN CHEMISTRY & PHYSICS - Lilongwe Campus

#### Scope of work

To train students at Diploma and Degree Levels

#### Key Duties and Responsibilities

- Classroom teaching.
- Setting, administering and marking examinations.
- Preparing duty rosters and time tables.
- Participating in curriculum development and review.
- Preparing course outlines.
- Counseling students on both academic and disciplinary matters according to College rules and regulations.
- Attending departmental and academic meetings.
- Writing academic reports.
- Initiating and participating in research activities.



#### Qualifications and Experience

- Master's degree in Chemistry/Physics
- 3 years work experience in an academic environment

### 4. SECURITY OFFICER (M8) - Zomba Campus

#### Scope of work

To safeguard and protect College and staff property, student's property and lives of staff and students.

#### Key Duties and Responsibilities

- Supervising security staff under his charge and from outsourced companies
- Preparing duty rosters and work records
- Conducting drills and daily briefing of security personnel
- Orientating new security staff
- Escorting Accounts staff to and from banks
- Sorting out minor grievances among security personnel
- Enforcing smartness and discipline among security personnel
- Carrying out performance appraisals on security staff.
- Carrying out snap checks during day and at night

#### Qualifications, Experiences and Competencies

- Malawi School Certificate of Education (MSCE)

- 5 years work experience in security section

5. **SUPPLIES ASSISTANT (STORES CLERK) M10 - Zomba Campus**

**Scope of work**

To effectively manage the logistical cycle of stocks.

1. **Key Duties and Responsibilities**

- Issuing goods received notes.
- Maintaining and updating the stores ledger, stock cards
- Ordering, receiving and issuing of goods.
- Inspecting of goods received to ensure that they match with ordered quantity, quality and in good condition.
- Advising management and Procurement Assistant on supply/order quantity.
- Maintaining the orderliness and cleanliness of the storage rooms.
- Reporting on obsolete and damaged goods.
- Participating in monthly stock-taking.

2. **Minimum qualifications and experience**

- Malawi School Certificate of Education, Diploma in Purchasing and supply
- 2 years work experience



6. **DRIVER M10 (BLANTYRE CAMPUS)**

**Scope of work**

To drive and maintain College vehicles.

**Key Duties and Responsibilities**

- To provide secure and timely driving services
- Performing minor vehicle maintenance, checking oils, brake fluid, battery water, checking water in radiator.
- Ensuring that all trips including mileage and fuel are properly recorded in the logbook
- Ensuring security and safety of vehicles
- Ensuring that vehicles are regularly serviced
- Ensuring that service of motor vehicles are recorded in the logbook
- Reporting of faults and damages
- Any other related duties assigned from time to time

7. **INFORMATION AND COMMUNICATION TECHNOLOGY TECHNICIAN M8 – ZOMBA CAMPUS**



## Scope of work

To provide ICT services to the College.

## Key duties and responsibilities

- a) Set up workstations with computers and necessary peripheral devices (routers, printers etc.)
- b) Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- c) Install and configure appropriate software and functions according to specifications
- d) Develop and maintain local networks in ways that optimize performance
- e) Ensure security and privacy of networks and computer systems
- f) Provide orientation and guidance to users on how to operate new software and computer equipment
- g) Organize and schedule upgrades and maintenance without deterring others from completing their work
- h) Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- i) Maintain records/logs of repairs and fixes and maintenance schedule
- j) Identify computer or network equipment shortages and place orders

## Qualifications and experience

- Diploma in Computer Science or Information Technology
- 3 years' experience.

## Abilities, Attributes and Skills for all the positions

- Ability to work with minimum supervision
- Must be of high integrity and trustworthy
- Must be able to pay attention to detail
- Good communication and interpersonal skills
- Ability to Maintain a Strict Level of Confidence
- Must be honest and punctual
- Must be prepared to work at odd hours and weekends (Driver)
- Physically fit (Driver)
- Be between 25-35 years of age (Driver)
- Must have sober habits (Driver)



## Mode of Application

Malawi College of Health Sciences is an equal opportunity employer. Interested applicants who meet the above requirements should forward their applications with detailed Curriculum Vitae, copies of their certificates and names of three (3) traceable referees to the following email: [recruitment@mchs.mw](mailto:recruitment@mchs.mw) or post/deliver to reach the addressee on or before 8<sup>th</sup> February 2025.

The Registrar,  
Malawi College of Health Sciences,  
P.O. Box 30368,  
**LILONGWE 3.**

Applications should clearly be indicated (*Application: MCHS/HRH/1*) on the envelope.  
Only short listed applicants will be acknowledged.

