



## MALAWI COLLEGE OF HEALTH SCIENCES

### VACANCY

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

Applications are invited from suitably qualified and experienced persons to fill the listed vacant positions tenable at Malawi College of Health Sciences.

#### 1. SECRETARY (M8) – Lilongwe Campus

##### Scope of work

To provide secretarial and administrative support services to divisional head.

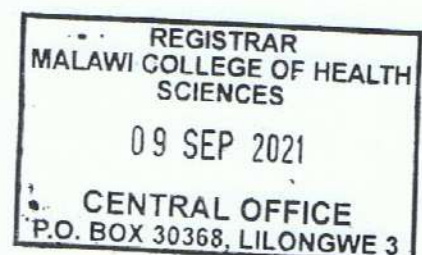
##### Duties

- (a) Typing and filing confidential correspondence.
- (b) Operating fax and e-mail and answering official queries
- (c) Maintaining appointment diary to immediate supervisor.
- (d) Filing, updating and retrieving documents.
- (e) Providing logistical support services such as servicing meetings, bookings and accommodation.
- (f) Arranging board and staff meetings
- (g) Making travel arrangement for the Campus Director.
- (h) Supervising Copy Typists and Secretaries.
- (i) Updating the CDs diary

##### Abilities, Attributes and Skills

- Ability to work with minimum supervision
- Must be of high integrity and trustworthy
- Must be able to pay attention to detail
- Good communication skills

##### Qualifications and Experience



- MSCE plus Advanced Diploma in Secretarial Management.
- 3 years work experience.

## 2. PROCUREMENT ASSISTANT (M10) – Lilongwe Campus

### Scope of work

To provide efficient procurement services to all departments.

### Duties

- Collecting quotations before buying items.
- Participating in budgeting of stores.
- Checking quality of goods and services before buying.
- Participating in the selection of appropriate bidders for supplying of goods and services.
- Preparing necessary documents required before buying.
- Serving as secretary to the IPC of the Campus

### Abilities, Attributes and Skills

- Ability to work with minimum supervision
- Must be of high integrity and trustworthy
- Must be able to pay attention to detail
- Good communication skills

### Qualifications and Experience

- MSCE, Diploma in Purchasing and Supply
- 3 years experience

## 3. DRIVERS (M11) – (Two) Zomba Campus

### Scope of work

To drive College vehicles.

### Duties

- Maintaining log books.
- Performing minor vehicle maintenance, checking oils, brake fluid, battery water, checking water in radiator.
- Washing vehicle.
- Reporting of faults and damages.
- Checking tire for pressure and wear.



### Abilities, Attributes and Skills

- Ability to work with minimum supervision
- Must be of high integrity and trustworthy
- Must be able to pay attention to detail
- Good communication skills

### Qualifications and Experience

- Junior Certificate of Education
- PGD Driving License
- Valid Defensive driving Certificate.
- 3 years working experience

### Mode of Application

Those 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: [registrar@mchs.mw](mailto:registrar@mchs.mw) or post/deliver to reach the addressee on or before 27<sup>th</sup> September 2021.

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

Only individuals who meet the above requirements will be acknowledged.

