



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 has secured a grant award for a project from USAID Malawi College of Health Sciences - Human Resource for Health. Malawi College of Health Sciences intends to recruit personnel to work in the project for possible maximum period of five years on contract. The successful applicants will be on a two-year contract which may be renewable two times at most.

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

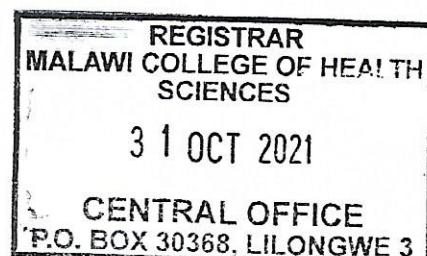
A. OFFICE ASSISTANT

1. Purpose of the Job

Provide administrative support services to the Project Implementation Unit (PIU)

2. Key Duties and Responsibilities

- Ensuring that offices are properly cleaned and tidy
- To provide clerical duties
- Photocopying
- Assisting during seminars and workshops.
- Going on official errands
- Delivering and dispatching mail
- Any other related duties assigned from time to time



3. Abilities, Attributes and Skills

- Ability to work with minimum supervision
- Must be of high integrity and trustworthy
- Ability to Maintain a Strict Level of Confidence
- Must be honest and punctual
- Good communication and interpersonal skills
- Must be prepared to work at odd hours and weekends
- Be between 25-35 years of age

4. Minimum qualifications and experience

- Malawi School Certificate of Education (MSCE)
- 3 years experience

B. DRIVER

1. Purpose of the Job

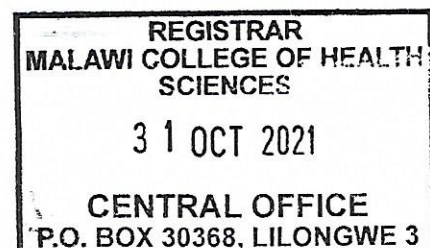
To drive and maintain project vehicles.

2. 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

3. Abilities, Attributes and Skills

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



4. Minimum qualifications and experience

- Malawi School Certificate of Education (MSCE)
- Defensive driving certificate
- E drivers licence
- 3 years experience

Mode of Application

Malawi College of Health Sciences is an equal employment employer and women who meet the requirements are encouraged to apply. 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: registrar@mchs.mw or post/deliver to reach the addressee on or before 12th November 2021.

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

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

