



# Malawi Housing Corporation

HEAD OFFICE AREA 6 LILONGWE

## **EXTERNAL VACANCIES**

The Malawi Housing Corporation is a statutory corporation established by the Malawi Housing Corporation Act (cap. 32:02) of the Laws of Malawi is looking for suitably qualified, dynamic, experienced and mature individuals to fill the following vacant position existing in its establishment. The position is tenable at the Head Office in Lilongwe.

### **The Company**

Malawi Housing Corporation was established through the Malawi Housing Act of 1964 (Cap. 32:02) of the Laws of Malawi. Its mandate is to construct houses, develop plots and maintain the existing houses and plots. The Act was amended by Parliament in December 2016 by extending the mandate to enable the Corporation operate as a commercial entity.

### **Vision**

To be a leading provider of decent and affordable housing and ancillary services for Malawi.

### **Mission**

To provide and facilitate decent and affordable housing and commercial infrastructure through plot development, construction, maintenance, and property management, in an environmentally sustainable manner and as a profit-making entity.

## **THE VACANT POSITIONS**

### **1. ICT OFFICER**

**LOCATION :** HEAD OFFICE **REPORTING TO :** PRINCIPAL ICT OFFICER

### **DUTIES AND RESPONSIBILITIES**

1. Technical Support and Troubleshooting:

- Provide 1<sup>st</sup>/2<sup>nd</sup>-line support for hardware, software, network, and peripheral issues.
- Resolve user-reported problems promptly (in person, via phone or remotely)
- Maintain a ticketing system for incident tracking and resolution.

## 2. System & Network Administration:

- Install, configure, and maintain servers, workstations, routers, switches, and firewalls.
- Monitor network performance, security, and availability
- Manage user accounts, permissions, and access controls (e.g., Active Directory,0365)

## 3. Software & Hardware Management:

- Deploy and update operations systems, applications and security patches.
- Manage inventory of ICT assets (Licenses, hardware, software).
- Coordinate procurement and lifecycle replacement of equipment.

## 4. Security and Compliance

- Implement and enforce cyber security policies (backups, antivirus, firewalls, VPNs)
- Conduct regular security audits and risk assessments.

## 5. Infrastructures Maintenance:

- Oversee server rooms, cabling, UPS systems and cloud services.
- Plan and execute systems upgrade /migrations with minimal downtime.

## 6. User Training & Documentation:

- Develop user guides and train staff on ICT tools and best practices.
- Maintain technical documentation (network diagrams, configurations, procedures)

## 7. Project Support:

- -Assist in implementing ICT projects (e.g., new software, network expansions)
- -Liaise with vendors and service providers for solutions and support.

## **QUALIFICATIONS & SKILLS:**

**Essentials:**

- Bachelor's Degree in Computer Science or Management Information System.
- Minimum of Two (2) years' work experience.

**Proficiency in:**

- Windows/Linux server administration.
- Networking (TCP/IP, DNS, DHCP, VLANs)
- Microsoft 365 suite (Exchange, SharePoint, Teams)
- Hardware troubleshooting (PCs, printers, servers)
- Knowledge of cyber security principles (firewalls, encryption, endpoint protection)
- Strong problem-solving and communication skills.

**Preferred:**

- Knowledge of backup/recovery solutions and disaster recovery planning.

**Working Conditions:**

- Office-based with occasional remote support.
- May require after-hours work for maintenance/emergencies.

**2. ADMINISTRATIVE ASSISTANT (1)**

**LOCATION : REGIONAL OFFICE (CENTRE) – LILONGWE, AREA 4 REPORTING TO :  
PRINCIPAL HUMAN RESOURCES AND ADMINISTRATIVE OFFICER**

**DUTIES AND RESPONSIBILITIES**

- (a) Typing memos, reports, circulars, letters and taking and compiling minutes
- (a) Preparing and processing internal and external travel arrangements for Directors and Managers
- (b) Preparing and arranging for meetings
- (c) Scanning, photocopying and filing documents
- (d) Updating all relevant official records on daily basis
- (e) Recording circulation of files (in custody)
- (f) Keeping and replenishing office requirements
- (g) Attending to both incoming and outgoing telephone calls
- (h) Managing office supplies and re-ordering when required
- (i) Attending to internal and external visitors and booking appointments (j)  
Any other Duties as assigned by authorities in line with the work.

**QUALIFICATION AND WORK EXPERIENCE**

- Malawi School Certificate of Education (MSCE)
- Diploma in Secretarial Studies,
- Those with Diploma in Administration Studies will have an added advantage
  - **Minimum** of three (3) years' work experience

## **SKILLS AND ABILITIES**

- Mature and well-disciplined with pleasant and courteous personality
- High level of confidentiality
- Ability to work with minimum supervision and use of own initiative
- Excellent ICT and word processing skills.
- Good oral and written communication skills
- Able to work under pressure to meet deadlines.

### **3. DISTRICT SUPERVISOR (1)**

**LOCATION : MCHINJI MHC DISTRICT OFFICE REPORTING TO : REGIONAL  
MANAGER (C) ADMINISTRATIVELY : SENIOR ESTATES OFFICER  
FUNCTIONALLY**

## **DUTIES AND RESPONSIBILITIES**

- (a) Maintaining database of MHC properties in the district.
- (b) Conducting regular inspection exercises on condition of MHC houses for maintenance, illegal tenants and eviction purposes.
- (c) Searching for land for acquisition by MHC
- (d) Monitoring and inspecting MHC land to check on encroachers and illegal plot developers.
- (e) Timely billing of houses at district level.
- (f) Enforcing rental payments and reconciliation of client accounts
- (g) Handling disputes at district level
- (h) Sensitizing clients on MHC Procedures and processes to obtain land or house
- (i) Inspecting properties for tenancy compliance, maintenance purposes and records update
- (j) Allocating work and appraising staff. (k) Preparing timely reports.

## **QUALIFICATION AND WORK EXPERIENCE**

- Diploma in Land Administration
- **Minimum** of three (3) years' work experience.

## **SKILLS AND ABILITY**

- Superior Interpersonal Skills
- Committed to duty
- Ability to motivate staff
- Confident and credible team player with ability to interact with and influence all levels of management
- Good negotiation and consultative skills
- Knowledge of estates management

### **4. ESTATES INSPECTOR (1)**

**LOCATION : DEDZA MHC DISTRICT OFFICE REPORTING TO : ESTATES  
OFFICER**

## **DUTIES AND RESPONSIBILITIES**

- (a) Inspecting houses and plots to ensure that they are in good condition and occupied by legal tenants or developers.
- (b) Inspecting properties to ensure that tenancy conditions/agreements are adhered to by all tenants
- (c) Assessing number of vacant houses and land
- (d) Physical checking of properties against Office Records (use of questionnaire may be involved)
- (e) Conducting regular evictions, rent collection house inspections in the districts for specific period and specific purpose
- (f) Facilitating timely payment of ground and rents and utility bills by tenants
- (g) Dispatching of correspondences to tenants
- (h) Responding to queries regarding plots and house and other MHC services
- (i) Preparing progress reports
- (j) Checking on encroachment of land and illegal tenants

## **QUALIFICATIONS AND EXPERIENCE**

- A Certificate in Land Management or any relevant field
- At least one (1) year experience in estates related work

## **SKILLS AND ABILITIES**

- Knowledge of estates management
- Ability to work with minimal supervision.
- Excellent oral and written communications skills
- Self-starter, flexible and able to work under pressure to meet deadlines.
- Good coordination and planning skills
- Team player
- Problem solving skills

## **5. OFFICE ASSISTANTS (2)**

**LOCATION :** REGIONAL OFFICE CENTRE (1) : REGIONAL OFFICE SOUTH (MALE 1)

**REPORTING TO :** ADMINISTRATIVE OFFICER

## **DUTIES AND RESPONSIBILITIES**

- a) Cleaning of offices
- b) Photocopying, binding and filing documents
- c) Collecting and delivering mail, parcels and messages
- d) Circulating office files and documents
- e) Preparing office refreshments
- f) Servicing meetings, workshops and seminars
- g) Loading and offloading supplies
- h) Washing utensils.
- i) Opening and closing offices;

## **QUALIFICATIONS AND WORK EXPERIENCE**

- Malawi School Certificate of Education (MSCE).

- A minimum of one (1) year work experience in an organization of comparable size and complexity

### **SKILLS AND ABILITIES**

- Good communication skills
- Good interpersonal skills
- Organization and coordination skills
- Ability to work long and odd hours

## **6. MOTOR VEHICLE MECHANIC (1)**

**LOCATION :**            **REGIONAL OFFICE (S)** **REPORTING TO :**            **TRANSPORT OFFICER**

### **DUTIES AND RESPONSIBILITIES**

- (a) Repairing vehicles and other equipment
- (b) Preparing vehicles for Certificate of Fitness
- (c) Facilitating and undertaking vehicle recovery services from breakdown sites
- (d) Reporting on vehicle spare parts requirements

### **QUALIFICATIONS AND WORK EXPERIENCE**

- MSCE with City and Guilds Grade I Certificate
- Two (2) year's work experience in vehicle and other equipment repairs

### **SKILLS AND ABILITIES**

- Thorough knowledge of motor vehicle systems and other equipment including spare parts
- Good track record
- Problem solving skills
- Team player
- Self-starter
- Effective communication and decision-making skills
- Ability to work long and odd hours with minimal supervision

## **7. CARPENTER (1)**

**LOCATION :**            **REGIONAL OFFICE (SOUTH)** **REPORTING TO :** **SENIOR WORKS SUPERVISOR**

### **DUTIES AND RESPONSIBILITIES**

- (a) Carrying out carpentry work and repairs
- (b) Fixing ceiling boards, locks and branding
- (c) Carrying out roof repairs
- (d) Making shelves, cupboards, doors, chairs, tables, kitchen units etc.

### **QUALIFICATIONS AND EXPERIENCE**

- MSCE WITH Grade I Trade Test Certificate
- Minimum of two (2) years proven work experience in carpentry services

### **SKILLS AND ABILITIES**

- Organization skills and committed to duty with sober mind
- Ability to take instructions
- Ability to exercise own initiative and judgment, excellent communication skills, self-starter, innovative and good judgment.

## **8. PAINTERS (2)**

**LOCATION :**            **REGIONAL OFFICE (SOUTH)        (1)**  
                              **REGIONAL OFFICE (EAST)        (1)**

**REPORTING TO :**            **SENIOR WORKS SUPERVISOR**

### **DUTIES AND RESPONSIBILITIES**

- (a) Painting houses and office buildings for MHC
- (b) Decorating houses and offices
- (c) Painting - all areas requiring painting or paint-marking

### **QUALIFICATIONS AND EXPERIENCE**

- Malawi School Certificate of Education with a Grade I Trade Test Certificate
- At least two (2) years proven work experience in welding and fabrication services

### **SKILLS AND ABILITIES**

- Organization skills, committed to duty with sober mind
- Ability to take instructions
- Ability to exercise own initiative and judgment, excellent communication skills, self-starter, innovative and good judgment.

## **9. POSITION : PLUMBER (2)**

**LOCATION :**            **REGIONAL OFFICE (SOUTH)        (1)**                                **:**            **REGIONAL**  
**OFFICE (EAST)        (1)**

### **DUTIES AND RESPONSIBILITIES**

- (a) Installing fitting i.e. fixing cisterns, W C Pan, hand wash basin, bath tubs and urinal basins
- (b) Replacing water taps Repairing geysers
- (c) Layout of drainage system
- (d) Repairing underground blockages
- (e) Attending to plumbing emergencies
- (f) Any assigned work regarding plumbing

### **QUALIFICATIONS AND EXPERIENCE**

- Malawi School Certificate of Education with a Grade I Trade Test Certificate
- At least two (2) years proven work experience in welding and fabrication services

### **SKILLS AND ABILITIES •**

Organization skills.

- Ability to exercise own initiative and judgment, excellent communication skills, self-starter, innovative and good judgment.

## **10. SECURITY GUARDS (20)**

**LOCATION : HEAD OFFICE (4) : REGIONAL OFFICE (SOUTH) (6) : REGIONAL OFFICE (CENTRE) (2) : REGIONAL OFFICE (EAST) (3) : REGIONAL OFFICE (NORTH) (5)**

### **DUTIES AND RESPONSIBILITIES**

- (a) Guarding property
- (b) Providing security during eviction exercise
- (c) Maintaining various register books
- (d) Maintaining occurrence books and reporting incidents
- (e) Checking and recording all vehicles leaving and entering the Corporation's premises, checking time, fuel gauge and mileage and making sure that the driver signs in the register book

### **QUALIFICATIONS AND WORK EXPERIENCE •**

Malawi School Certificate of Education.

### **SKILLS AND ABILITIES**

- Investigative skills
- Good communication skills
- Ability to work long and odd hours with minimal supervision

## **11. REGISTRY CLERK**

**LOCATION : REGIONAL OFFICE (S) REPORTING TO : SENIOR HUMAN RESOURCE AND ADMIN OFFICER**

### **KEY ROLES AND RESPONSIBILITIES**

- Opening and closing of files.
- Classifying files in line with the coding system in the Registry
- Recording, distributing /dispatching and circulating mails and files.
- Maintaining stock levels of stamps and registry materials and ensuring proper usage.
- Filing of correspondences and other documents.
- Compiling duty and leave roster for office service staff
- Archiving of files /records
- Monitoring circulation of files
- Carrying out any relevant administrative assignment

### **QUALIFICATIONS AND WORK EXPERIENCE**

- Certificate in Business Administration or Human Resource Management or any other related field.



- Minimum of two (2) year's work experience in managing registry in an organization of comparable size and complexity

### **SKILLS AND ABILITIES**

- Good Coordination and communication skills both verbally and in writing
- Ability to work quickly, flexibly, effectively and positively in response to requests made at short notice
- Computer literacy specifically proficiency in MS Office suit packages

## **12. BRICK-LAYER (1)**

**LOCATION : REGIONAL OFFICE (S) REPORTING TO : SENIOR WORKS SUPERVISOR**

### **KEY ROLES AND RESPONSIBILITIES**

- Constructing new housing structures
- Renovating houses
- Constructing and maintaining roadside drains
- Monitoring work performance by Assistant Bricklayer
- Building and maintaining septic tanks
- Constructing and maintaining curvets
- Re-flooring and fixing tiles in the houses
- Writing and submitting regular reports
- Allocating work and appraising staff

### **QUALIFICATIONS AND EXPERIENCE**

- Malawi School Certificate of Education with a Grade I Trade Test Certificate in Bricklaying
- At least two (2) years proven work experience in bricklaying services

### **SKILLS AND ABILITIES**

- Organization skills, committed to duty with sober mind
- Attention to detail
- Ability to work with minimal supervision

## **13. HUMAN RESOURCE ASSISTANT (2)**

**LOCATION : HEAD OFFICE REPORTING TO : HUMAN RESOURCE AND ADMINISTRATION OFFICER**

### **DUTIES AND RESPONSIBILITIES**

- (a) Maintaining HR records
- (b) Handling medical and pension schemes
- (c) Preparing periodic reports
- (d) Maintaining employee information in the HR Information System
- (e) Processing employees' compensation
- (f) Managing personal files

### **QUALIFICATION AND WORK EXPERIENCE**

- Malawi School Certificate of Education (MSCE)

- Diploma in Human Resources Management
- Minimum of two (2) year`s work experience

### **SKILLS AND ABILITY**

- Planning, coordinating and negotiation skills
- Thorough knowledge of HR policies, procedures and processes and labour laws
- Ability to work under minimal supervision
- Self-confident and strong networking skills
- Self-starter, team player and people management skills
- Ability to communicate effectively and delves presentation knowledge of ICT •  
Resilient and ability to work long hours

### **METHOD OF APPLICATION**

Application letters, full detailed Curriculum Vitae (CVs) including three traceable referees and copies of certificates should be sealed in an envelope clearly marked "Application for the Post of **"your job preference and location"** addressed to:

The Chief Executive Officer  
Malawi Housing Corporation  
P O Box 414  
Area 6

#### **LILONGWE**

and should be dropped in the box marked "Application Letters" at the Malawi Housing Corporation, Head Office reception.

The closing date of receipt of applications is **22 October, 2025** only shortlisted candidates will be contacted.