



Malawi Housing Corporation

Vacancies

Introduction

Malawi Housing Corporation (MHC) is the premier provider of housing and ancillary services in Malawi, established by the Malawi Housing Act of 1964 (Cap. 32:02). Our mandate is to construct houses, develop plots, and maintain existing properties. In December 2016, the Act was amended to allow the Corporation to operate as a commercial entity, expanding our role in providing decent and affordable housing.

We are seeking highly qualified and experienced professionals to fill the following key positions. Ideal candidates will possess a strong combination of academic excellence, professional certifications, proven experience, and the specific competencies required to drive our strategic objectives.

1. Established Position: Regional Manager – South

Location: Regional Office, Blantyre

Grade: HC 4

Reporting to: Chief Executive Officer

Key Duties & Responsibilities

- Implement MHC policies, plans, strategies, systems, and processes within the region.
- Plan, develop, coordinate, and implement budgets for the region.
- Supervise and coordinate matters relating to plot development and allocation.
- Monitor the efficient and prudent utilization of human, material, and financial resources.
- Coordinate training needs analysis and develop training programs to enhance employee performance.
- Administer performance and reward management systems at the regional level.

- Monitor minor works in progress to ensure quality, safety, and compliance with environmental standards.
- Supervise the maintenance of buildings, roads, and sewer systems.
- Prevent illegal plot development and illegal tenancy.
- Chair the Plot and House Allocation Committee and Internal Procurement Committee Meetings.

Minimum Academic & Professional Qualifications

- A minimum of a **Bachelor's and a Master's degree** in **Land Management (Real Estate Management), Land Economy, Civil Engineering**, or an equivalent qualification from a recognized institution.
- **Professional registration** with a relevant recognized body (e.g., Malawi Institution of Engineers, Surveyors Institute of Malawi) is mandatory.

Required Work Experience

- A minimum of **five (5) years** of post-qualification experience.
- At least **three (3) years** of this experience must be at a senior managerial level, with demonstrated experience in **line-management** (supervising professional staff) and **strategic project oversight**.

Key Competencies & Skills

- Strategic thinking and execution capability.
- Strong leadership, people management, and team-building skills.
- Financial management and budget control.
- Excellent stakeholder engagement and negotiation skills.
- In-depth knowledge of land laws, housing policy, and property management.
- High integrity, accountability, and ethical conduct.
- Proficiency in MS Office and basic ICT applications.

2. Established Position: Architectural Services Manager

Location: Head Office, Blantyre

Grade: HC 4

Reporting to: Director of Technical Services/Chief Executive Officer

Key Duties & Responsibilities

- Lead the design and documentation of MHC housing, commercial, and infrastructure projects from concept to completion.
- Develop architectural standards, specifications, and guidelines for MHC projects.
- Review and approve architectural drawings, BOQs, and design proposals for technical accuracy and compliance.
- Coordinate with Works, Estates, Land, and Project teams to ensure designs are feasible and within budget.
- Supervise site inspections and resolve technical issues during construction.
- Ensure compliance with Malawi building codes, by-laws, accessibility standards, and environmental requirements.
- Prepare tender documents and evaluate bids for architectural consultancy services.
- Provide technical advice to Management and the Board on architectural matters.
- Mentor and develop staff capacity in design, BIM, and sustainable building practices.
- Maintain architectural records, drawing registers, and project files.

Minimum Academic & Professional Qualifications

- A minimum of a **Bachelor's and a Master's Degree in Architecture** from a recognized institution.
- **Must be registered with the Malawi Board of Architects and Quantity Surveyors** (or hold a valid practicing license).

Required Work Experience

- A minimum of **five (5) years** post-qualification experience.
- At least **three (3) years** of this experience must be at a managerial/senior level, with proven experience in **both design leadership and project delivery management**.
- Experience with BIM/Revit and sustainable/green building design is an added advantage.

Key Competencies & Skills

- Advanced design and conceptualization skills (must provide a Portfolio).
 - Strong technical knowledge of building codes, construction materials, and contract administration.
 - Project management and budgeting skills.
 - Proficiency in AutoCAD, Revit/ArchiCAD, SketchUp, and MS Office.
 - High attention to detail and quality control.
 - Leadership, team management, and excellent communication skills.
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3. Non-Established Position: Procurement and Disposal Manager

Location: Head Office, Blantyre

Grade: HC 4

Reporting to: Chief Executive Officer/Director of Finance

Key Duties & Responsibilities

- Develop, review, and monitor procurement supply and disposal policies, strategies, annual plans, and budgets.
- Coordinate and implement procurement services.
- Prepare Tender Documents, pre-qualification documents, and contract documents, and administer procurement contracts.
- Coordinate the preparation of Procurement Notices for advertisement.
- Carry out duties as Secretary for all evaluation and IPDC meetings, providing technical advice.
- Prepare bid evaluation reports for forwarding to IPDC for approval.
- Coordinate the inspection of goods and equipment supplied.
- Prepare and submit regular reports.
- Conduct performance rating and supplier appraisal for all suppliers.
- Allocate work and appraise staff.

Minimum Academic & Professional Qualifications

- A **Bachelor's and a Master's degree** in **Procurement and Supply Chain Management**, **Procurement and Logistics**, or a related field.
- Must possess a **CIPS Professional Diploma**.
- **Registered member** of the Malawi Institute of Procurement and Supply (MIPS) **and** the Chartered Institute of Procurement and Supply (CIPS) is mandatory.

Required Work Experience

- A minimum of **five (5) years** of post-qualification experience in procurement and supply chain management in a busy organization.

Key Competencies & Skills

- In-depth knowledge of procurement policies, strategies, and contract administration.
 - Expertise in preparing tender documents, bid evaluation, and supplier appraisal.
 - Ability to coordinate procurement services and provide technical advice to committees.
 - Strong skills in work allocation, staff appraisals, and report preparation.
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4. Non-Established Position: Marketing Manager

Location: Head Office, Blantyre

Grade: HC 4

Reporting to: Chief Executive Officer

Key Duties & Responsibilities

- Develop and execute comprehensive marketing plans aligned with Corporation objectives.
- Conduct market research to identify customer needs, market trends, competitor activities, and investment opportunities.
- Develop annual marketing budgets and monitor expenditure.
- Develop marketing materials including brochures and flyers.
- Organise property exhibitions, open days, and launch events.
- Generate and manage leads for plot sales and property investments.

- Work closely with Management/Regional Managers to convert prospects into buyers.
- Promote the Corporation's rental units and Plant and Machinery hire services.
- Market the Corporation's building and construction services to individuals, businesses, NGOs, and government institutions.
- Identify and pursue construction project opportunities.
- Prepare Corporation profiles and capacity statements.
- Develop targeted campaigns for construction companies, infrastructure contractors, and government agencies.
- Monitor machinery utilization and support business development efforts to increase hire revenue.
- Build and maintain relationships with key clients requiring equipment rental services.
- Manage the Corporation's website, social media platforms, and online advertising campaigns.
- Develop engaging content including videos, photographs, testimonials, project updates, and promotional materials.
- Improve the Corporation's online presence through email marketing and digital advertising.
- Ensure consistent branding across all communication channels.
- Maintain a database of prospects, buyers, tenants, and business clients.
- Coordinate customer feedback surveys and satisfaction assessments.
- Prepare regular reports on marketing performance and return on investment.
- Represent the Corporation at industry events, exhibitions, and networking forums.

Minimum Academic & Professional Qualifications

- A **Bachelor's and a Master's degree in Marketing or Business Administration** with a strong bias in Marketing, or any related field.

Required Work Experience

- A minimum of **five (5) years** of relevant post-qualification work experience.

Key Competencies & Skills

- Strong ability to translate business objectives into impactful marketing and brand experiences.
 - Proven experience in lead generation, market research, and competitor analysis.
 - Expertise in digital marketing, including social media management and content creation.
 - Strong leadership, team building, negotiation, and interpersonal skills.
 - Excellent analytical and computer literacy skills.
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5. Established Position: Principal Legal Officer (Re-advertised)

Location: Regional Office - South, Blantyre

Grade: HC 5

Reporting to: Legal Services Manager/ Chief Executive Officer

Key Duties & Responsibilities

- Implement policies, plans, strategies, procedures, and systems on legal matters.
- Conduct litigation initiated by and against the Corporation.
- Provide legal support in drafting and vetting of documents.
- Enforce debt collection.
- Provide legal advice and opinion on legal issues.
- Allocate work and appraise support staff in the Legal Services Department.
- Liaise with other departments on key legal matters affecting the Corporation.
- Work with relevant stakeholders on legal matters.
- Monitor changes in the regulatory environment.
- Prepare reports.

Minimum Academic & Professional Qualifications

- **Bachelor's Degree in Law.**
- **Possession of a valid license to practice law in the courts of Malawi** is mandatory.

Required Work Experience

- A minimum of **three (3) years** of post-qualification work experience, specifically post-admission to the bar.

Key Competencies & Skills

- Provable experience in handling litigation in the courts of Malawi.
 - Strong research, drafting, and analytical skills.
 - Ability to understand and interpret relevant legislation and regulations.
 - Ability to work under pressure, multi-task, and meet tight deadlines.
 - Strong communication, interpersonal, and team-playing skills.
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6. Established Position: Principal Internal Auditor (Re-advertised)

Location: Head Office, Blantyre

Grade: HC 5

Reporting to: Chief Executive Officer /Board Audit Committee

Key Duties & Responsibilities

- Review the design of operational, accounting, and other internal control systems and monitor their operation by risk assessment and detailed testing.
- Monitor the implementation of risk management programs, strategies, and activities.
- Conduct investigations into incidents of fraud, theft, forgeries, accidents, and other losses, and advise on remedial measures.
- Vet and summarize regional audit reports.
- Review procedures and processes of audit activities in accordance with the audit plan.
- Monitor and advise on the performance of all Departments' approved budgets and utilization of Corporation's resources.
- Review the economy, efficiency, and effectiveness of all operations.
- Review and enforce compliance with laws, regulations, internal policies, and other directives.
- Liaise with external auditors.

- Review audit files, prepare and submit reports.
- Allocate work and appraise staff.

Minimum Academic & Professional Qualifications

- **Bachelor's Degree in Auditing or Accounting.**
- **Must be a registered member** of the Institute of Internal Auditors in Malawi (or hold equivalent professional certification such as CIA, ACCA, CIMA).

Required Work Experience

- A minimum of **five (5) years** of experience in auditing in a comparative organization.
- A clean background check is required for the successful candidate.

Key Competencies & Skills

- Strong knowledge of internal audit procedures, planning, techniques, and methods.
- Knowledge of computerized accounting and auditing systems.
- Ability to gather, analyze, and evaluate facts to produce comprehensive reports.
- Prescribes to and believes in the Code of Ethics for internal auditors.
- Professionalism, integrity, and ability to work with minimum supervision.
- Must be available for extensive travel.

7.Established Position: Personal Assistant (Re-advertised)

Location: Head Office, Blantyre

Grade: HC 7

Reporting to: Director / Senior Manager (as assigned)

Key Duties & Responsibilities

- Type memos, reports, circulars, and letters; take and compile minutes.
- Prepare and process internal and external travel arrangements for Directors and Managers.
- Prepare and make arrangements for meetings.
- Scan, photocopy, and file documents.

- Update the Director's or Manager's diary daily.
- Record circulation of files.
- Keep and replenish office requirements.
- Attend to both incoming and outgoing telephone calls.
- Manage office supplies and re-order when required.
- Attend to visitors and book appointments.
- Perform any other duties as assigned by authorities in line with the work.

Minimum Academic & Professional Qualifications

- **A Bachelor's degree in Business Administration or Management**, or any other related field; **OR an Advanced Diploma in Secretarial Studies** is required.
- (Note: Given the grade structure, candidates with a Diploma plus extensive experience are highly encouraged to apply).

Required Work Experience

- A minimum of **three (3) years** of post-qualification work experience.

Key Competencies & Skills

- High level of confidentiality and professionalism.
- Ability to work with minimum supervision.
- Excellent shorthand and computer skills.
- Strong management, decision-making, and organizational skills.

8. Established Position: ICT Officer (Re-advertised)

Location: Head Office, Blantyre

Grade: HC 7

Reporting to: Principal ICT Officer

Key Duties & Responsibilities

- Provide 1st/2nd-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.
- 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, O365).
- Deploy and update operating systems, applications, and security patches.
- Manage inventory of ICT assets (licenses, hardware, software).
- Coordinate procurement and lifecycle replacement of equipment.
- Implement and enforce cyber security policies (backups, antivirus, firewalls, VPNs).
- Conduct regular security audits and risk assessments.
- Oversee server rooms, cabling, UPS systems, and cloud services.
- Plan and execute system upgrades/migrations with minimal downtime.
- Develop user guides and train staff on ICT tools and best practices.
- Maintain technical documentation (network diagrams, configurations, procedures).
- Assist in implementing ICT projects (e.g., new software, network expansions).
- Liaise with vendors and service providers for solutions and support.

Minimum Academic & Professional Qualifications

- **Bachelor's Degree in Information Communication Systems** or a related field.

Required Work Experience

- A minimum of **three (3) years** of experience in IT support/administration.

Key Competencies & Skills

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

9. Established Position: Land Surveyor

Location: Regional Office (North), Mzuzu

Grade: HC 7

Reporting to: Regional Manager (North)

Key Duties & Responsibilities

- Coordinate computations for cadastral surveys.
- Conduct full land surveys (cadastral and topographic) in the region for MHC and external clients.
- Timely respond to Land Survey requests and boundary conflicts.
- Plan and budget for the section.
- Liaise with the Estates Management Section in handling encroachment issues on MHC land banks.
- Take care of survey equipment.
- Prepare timely progress reports on land survey works in the region.
- Allocate work and appraise staff.

Minimum Academic & Professional Qualifications

- **Bachelor of Science Degree in Land Surveying.**
- **Registration with the Surveyors Institute of Malawi** (or equivalent recognized professional body) is mandatory.

Required Work Experience

- A minimum of **two (2) years** of work experience in Land Surveying.

Key Competencies & Skills

- Comprehensive knowledge of all types of survey and operation.
- Leadership, planning, and coordinating skills.
- Computer literate.
- A self-starter with resilience and ability to work long hours in difficult environments.

- Team player.
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10. Established Position: Stores Clerk

Location: Head Office (2), South (1), and East (1)

Grade: HC 10

Reporting to: Procurement and Disposal Manager/Stores Supervisor

Key Duties & Responsibilities

- Reconcile stocks accounts.
- Receipt goods on delivery from the Procurement and Disposal Unit and verify that goods delivered are in good order and match delivery notes and specifications.
- Record stocks and update bin cards.
- Issue stocks to respective user departments/divisions/sections/units.
- Re-order stock items.
- Prepare routine reports.
- Conduct stock taking.
- Identify obsolete and redundant items for timely management decision.
- Post requisitions in the ACCPAC system.

Minimum Academic & Professional Qualifications

- **MSCE PLUS a Certificate in Procurement and Supplies (CIPS).**

Required Work Experience

- A minimum of **two (2) years** of proven work experience in Stores Management.

Key Competencies & Skills

- Honesty and integrity.
 - Strong ICT skills, focused, and with high attention to detail.
 - Strong analytical, planning, and coordinating skills.
 - Ability to meet deadlines and work in a team environment.
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11. Established Position: Maintenance Clerk

Location: Regional Offices (South and East)

Grade: HC 12

Reporting to: Maintenance Supervisor / Regional Manager

Key Duties & Responsibilities

- Receive and compile reports from tenants and open job cards for required Tradesman action.
- Balance job cards and requisition materials for various Units in the section.
- Requisition materials ordered by Tradesmen after assessments.
- Prepare time sheets and overtime forms for all temporary employees on a monthly basis.
- Physically inspect work done by Tradesmen before handing over to the Supervisor or for payments.
- Type maintenance documents.
- File documents in the Section.
- Prepare and submit periodic reports.

Minimum Academic & Professional Qualifications

- **MSCE with a City and Guilds Grade 1 Certificate**, or a certificate in Business Administration, Human Resources, or any relevant field.

Required Work Experience

- A minimum of **two (2) years** of relevant work experience.

Key Competencies & Skills

- Thorough knowledge of maintenance works.
- Analytical and problem-solving skills.
- Effective communication and decision-making skills.
- Team player and self-starter.

2.Established Position: Driver

Location: Various across Malawi

Grade: HC 12

Reporting to: Transport Officer / Regional Administrator

Key Duties & Responsibilities

- Drive Corporation's vehicles safely and in compliance with road traffic regulations.
- Conduct daily vehicle inspections and report defects, breakdowns, or accidents promptly.
- Maintain vehicle cleanliness and ensure proper care of the assigned vehicle.
- Transport goods/materials and staff to required destinations.
- Complete vehicle logbooks and fuel records accurately.
- Adhere to the Corporation's transport, safety, and security policies at all times.

Minimum Academic & Professional Qualifications

- **Malawi School Certificate of Education (MSCE).**
- **Valid driver's licence with Class C1 or C.**
- **Defensive Driving Certificate** from a recognized institution.

Required Work Experience

- A minimum of **two (2) years** of relevant driving experience.

Key Competencies & Skills

- Clean driving record with no major traffic offenses.
 - Good track record of discipline, reliability, and integrity.
 - Basic vehicle maintenance knowledge.
 - High level of honesty, punctuality, and professionalism.
 - Excellent interpersonal and communication skills.
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How to Apply

Interested candidates who meet the above requirements should submit their applications. **Please ensure you indicate the position you are applying for.**

The application should include:

1. An application letter.
2. An updated Curriculum Vitae (CV).
3. Copies of academic and professional certificates.
4. Names of 3 traceable referees.

Send your application via ONE of the following methods:

- **By Post/Hand Delivery:**
The Chief Executive Officer
Malawi Housing Corporation
P.O. Box 414
Blantyre
- **By Email:** jobapplication@mhc.mw
(Please note: This is the designated email for applications. Do not send applications to the CEO's personal or direct email address.)

Email Subject Line Format:

When applying via email, please use the following subject line format to ensure your application is properly sorted:

"APPLICATION FOR [POSITION TITLE] – [YOUR FULL NAME]"

Application Timeline & Acknowledgment:

- **Closing Date:** 16th July, 2026. Applications received after this date will not be considered.
- MHC is an equal-opportunity employer. We encourage qualified candidates from all backgrounds to apply.