



Malawi Housing Corporation

HEAD OFFICE AREA 6 LILONGWE

VACANCIES

The Malawi Housing Corporation, a statutory Corporation established by the Malawi Housing Corporation Act (cap. 32:02) of the laws of Malawi is looking for suitably qualified, dynamic and experienced, mature individual Malawians to fill vacant positions in its establishment.

1. **POSITION :** SECRETARY (1)
LOCATION : REGIONAL OFFICE NORTH

PURPOSE OF THE JOB: Reporting to the Regional Manager (N). To provide secretarial services and administrative support

DUTIES AND RESPONSIBILITIES

- a) Typing memos, reports, circulars, letters and taking and compiling minutes
- b) Preparing and processing internal and external travel arrangements for Directors and Managers
- c) Preparing and making arrangements for meetings
- d) Scanning, photocopying and filing documents
- e) Updating Director's or Manager's diary on daily basis
- f) Recording circulation of files
- g) Keeping and replenishing office requirements for Directors or Managers
- h) Attending to both incoming and outgoing telephone calls
- i) Managing office supplies and re-order when required
- j) Attending to visitors and booking appointments

QUALIFICATION AND WORK EXPERIENCE

- Malawi School of Education
- Advanced Diploma in Secretarial Studies or Administration
- At least two (2) years' work experience

SKILLS AND ABILITY

- 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
- Able to work under pressure to meet deadlines

2. POSITION : HUMAN RESOURCE ASSISTANT (2)
LOCATION : HEAD OFFICE

Reporting to Human Resource and Administration Officer. The purpose of the job is to manage front desk activities for MHC

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

- a) Planning, coordinating and negotiation skills
- b) Thorough knowledge of HR policies, procedures and processes and labour laws
- c) Ability to work under minimal supervision
- d) Self-confident and strong networking skills
- e) Self-starter, team player and people management skills
- f) Ability to communicate effectively and delivers presentation knowledge of ICT
- g) Resilient and ability to work long hours

3. POSITION : PROCESS SERVER (1)
LOCATION : REGIONAL FFICE (S)

Reporting to Principal Legal Officer. The purpose of the job is to manage legal documents and files.

DUTIES AND RESPONSIBILITIES

- a. Serving court process
- b. Filling court documents
- c. Retrieving legal documents and court files at the court
- d. Preparing reports

QUALIFICATION AND WORK EXPERIENCE

- Certificate in Paralegal Studies
- Minimum two (2) years' experience in similar position

SKILLS AND ABILITY

- Ability to work under pressure
- Ability to respond and act quickly on instructions
- Team player
- Good interpersonal skills
- Basic knowledge of the relevant legislation as regulations as well as court Processes

4. POSITION : ADMINISTRATIVE ASSISTANT (1)
LOCATION : REGIONAL OFFICE CENTRE

PURPOSE OF THE JOB: Reporting to the Regional Manager (C). To provide secretarial services and administrative support

DUTIES AND RESPONSIBILITIES

- k) Typing memos, reports, circulars, letters etc.
- l) Attending to both incoming and outgoing telephone calls
- m) Administrative support before, during and after meetings, trainings and workshops
- n) Updating Principal Administrator 's diary on daily basis
- o) Photocopying
- p) Managing and filing confidential information
- q) Attending to visitors
- r) Any other as assigned by authorities.

QUALIFICATION AND WORK EXPERIENCE

- Malawi School of Education
- Diploma in Secretarial Studies or Administration
- At least two (2) years' work experience

SKILLS AND ABILITY

- 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
- Able to work under pressure to meet deadlines

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 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 **6 June 2025** only shortlisted Candidates will be contacted.