

JOB VACANCIES AT THE MALAWI SCHOOL OF GOVERNMENT

The Malawi School of Government (MSG) is a unique higher education Statutory Corporation established under the Malawi School of Government Act No. 33 of 2022. The School is mandated to develop and deliver human resource development programmes and strengthen the capacity of the public and private sectors through education and training, research, consultancy and advisory services.

As part of strengthening its institutional capacity and enhancing service delivery, the Malawi School of Government invites applications from suitably qualified, experienced, innovative, self-motivated and results-oriented individuals to fill the following vacant positions:

1. HUMAN RESOURCE OFFICER

Grade: SG7

Duty Station: Mpemba Campus

Reporting to: Human Resource and Administration Manager

Job Purpose : To support the delivery of human resource management services through implementation of human resource policies, recruitment, staff development, employee relations and occupational health and safety programmes.

Key Duties and Responsibilities

Human Resource Management

- Implement human resource policies, plans, strategies, systems, procedures, regulations and conditions of service.
- Facilitate recruitment, selection and placement of staff.
- Interpret human resource policies and conditions of service.
- Maintain and update the Human Resource Management Information System (HRMIS).
- Process payroll inputs and maintain payroll records.
- Coordinate implementation of cross-cutting issues, including gender, disability, HIV/AIDS and environmental sustainability.

Planning and Development

- Conduct staff training needs assessments.
- Coordinate staff induction and onboarding programmes.
- Coordinate the implementation, monitoring and evaluation of staff training and development programmes.
- Facilitate access to education and training loans.
- Prepare training contracts.
- Develop annual staff training plans and related reports.

Industrial Relations

- Coordinate grievance and dispute resolution processes.
- Support collective bargaining processes with recognised employee representatives.
- Facilitate disciplinary and labour-related matters.
- Coordinate review of collective bargaining agreements.
- Administer employee pension, medical insurance, group life insurance and other staff benefits.

Occupational Health and Safety

- Enforce compliance with occupational health, safety and environmental standards.
- Identify workplace health and safety risks and recommend mitigation measures.
- Coordinate employee welfare programmes.
- Induct employees on occupational health and safety requirements.
- Investigate and report occupational incidents.
- Coordinate emergency preparedness drills and safety awareness programmes.
- Facilitate compensation for certified occupational injuries and diseases.
- Promote workplace health and safety awareness.

Minimum Qualifications and Experience

Applicants must possess:

- A minimum of a Bachelors Degree in Human Resource Management, Business Administration, Public Administration, Management or a related field from an institution accredited or recognised by the National Council for Higher Education (NCHE).
- A minimum of 5 (Five) years' relevant post-qualification experience.
- Demonstrated practical experience in implementing Performance Management Systems.
- Membership of a recognized professional bodies will be an added advantage.

Key Competencies and Attributes

- Good knowledge of human resource management principles and labour legislation.
- Experience in recruitment, employee relations and performance management.
- Strong interpersonal, communication and customer service skills.
- Excellent organisational and records management skills.
- High level of integrity, confidentiality and attention to detail.
- Proficiency in HRMIS and Microsoft Office applications.

2. ADMINISTRATIVE OFFICER

Grade: SG7

Duty Station: Secretariat

Reporting to: Director of Administration

Job Purpose : To coordinate the delivery of efficient administrative, office support and records management services to facilitate the effective operations of the School.

Key Duties and Responsibilities

Administration

- Coordinate and monitor office administrative services.
- Coordinate official meetings, events and ceremonies.
- Monitor sanitation, hygiene and workplace standards.
- Coordinate outsourced administrative support services.
- Prepare periodic administrative reports.
- Supervise and appraise support staff.

Records and Asset Management

- Maintain the School's asset register and inventory records.
- Coordinate records management in accordance with approved policies and procedures.

Minimum Qualifications and Experience

Applicants must possess:

- A Bachelors Degree in Business Administration, Public Administration, Management or a related field from an institution accredited or recognized by the National Council for Higher Education (NCHE).
- A minimum of 5 (Five) years' relevant post-qualification experience.

- Demonstrated practical experience in implementing Performance Management Systems.

Key Competencies and Attributes

- Strong organizational, coordination and supervisory skills.
- Good knowledge of office administration, records and asset management.
- Excellent communication and interpersonal skills.
- Ability to plan, priorities and work under pressure.
- High level of integrity, professionalism and customer service orientation.
- Proficiency in Microsoft Office applications.

3. ASSISTANT PROCUREMENT AND DISPOSAL OFFICER

Grade: SG9

Duty Station: Mpemba Campus

Reporting to: Procurement and Disposal Officer

Job Purpose: To support the provision of efficient procurement and disposal of assets services in compliance with the Public Procurement and Disposal of Public Assets Act, applicable regulations and the School's policies and procedures.

Key Duties and Responsibilities

Procurement and Disposal

- Compile and process internal purchase requisitions from user departments.
- Source quotations from suppliers and prepare comparative evaluation schedules.
- Facilitate the procurement of goods, works and services in accordance with procurement laws and procedures.
- Prepare Local Purchase Orders (LPOs) and other procurement documentation.
- Follow up with suppliers to ensure timely delivery of goods, works and services.
- Receive, record, issue and maintain tender documents.
- Support asset disposal processes in accordance with approved procedures.

Records Management

- Maintain accurate procurement and disposal records and ensure proper filing of procurement documents.
- Update procurement databases and registers.

Reporting

- Prepare periodic procurement and disposal progress reports.
- Provide procurement information and data required for management decision-making and audits.

Minimum Qualifications and Experience

Applicants must possess:

- A Bachelor's Degree in Procurement and Supply, Supply Chain Management, Purchasing and Supply, Logistics Management or a related field from an institution accredited or recognised by the National Council for Higher Education (NCHE).
- A minimum of three (3) years' relevant post-qualification experience in procurement and supply chain management.
- Registration with the Malawi Institute of Procurement and Supply (MIPS) or another recognized professional procurement body in Malawi.

Key Competencies and Attributes

- Sound knowledge of the Public Procurement and Disposal of Public Assets Act and related regulations.
- Good understanding of procurement and supply chain management principles and practices.
- Strong analytical, negotiation and organisational skills.
- High level of integrity, accountability and professionalism.
- Good communication and interpersonal skills.
- Ability to work under pressure and meet deadlines.
- Excellent records management and report writing skills.
- Proficiency in Microsoft Office applications and electronic procurement systems.

METHOD OF APPLICATION

Interested candidates who meet the above requirements should submit their applications together with the following documents:

- A signed application letter clearly indicating the position being applied for.
- A detailed and up-to-date Curriculum Vitae (CV).
- Certified copies of academic and professional certificates.
- A copy of a valid National Identity Card.
- Names and contact details of three (3) traceable referees, one of whom should be the current or most recent employer.

Applications should be addressed to:

**The Director General
Malawi School of Government (MSG)**

P.O. Box 30801
Lilongwe 3, Malawi

Email: recruitment@msg.ac.mw