

JOB VACANCY 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 position:

HUMAN RESOURCE AND ADMINISTRATION MANAGER

Grade: SG4

Duty Station: Mpemba Campus

Reporting to: Campus Director (with a dotted reporting line to the Director of Administration)

Job Purpose : To plan, coordinate and manage human resource and administrative services to support the effective operations of the Campus.

Key Duties and Responsibilities

Management

- Develop, implement, review and monitor human resource and administrative policies, plans, strategies, systems, procedures, regulations and budgets.
- Prepare periodic management and statutory reports.
- Supervise, mentor and appraise subordinate staff.

Human Resource Management

- Coordinate recruitment, selection and placement of staff.
- Prepare employment contracts and related personnel documentation.
- Coordinate human resource planning and staff development programmes.
- Administer the Performance Management System.
- Interpret and implement human resource policies, procedures and conditions of service.

Industrial Relations

- Coordinate employee relations, grievance handling and disciplinary processes.
- Facilitate compliance with labour laws and institutional policies.
- Coordinate the management of legal and labour-related matters.



Occupational Health and Safety

- Coordinate implementation of occupational health and safety standards.
- Promote staff welfare programmes and employee wellbeing.

Administration

- Analyse and interpret administrative information for decision-making.
- Coordinate office administration and records management.
- Coordinate security, transport, fleet management, office support services and outsourced services.
- Maintain the School's asset register.
- Coordinate official meetings, events and ceremonies.
- Coordinate office space planning and allocation.

Secretariat Services

- Provide secretariat services to relevant statutory and ad hoc committees.

Minimum Qualifications and Experience

Applicants must possess:

- A Master's 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

- Strategic leadership and people management skills.
- Sound knowledge of human resource management principles and labour legislation.
- Strong analytical, decision-making and problem-solving skills.
- Excellent communication, negotiation and report writing skills.
- High level of integrity, professionalism and confidentiality.
- Proficiency in Human Resource Information Systems (HRIS) and Microsoft Office applications.



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

CLOSING DATE: Applications must be received by the Malawi School of Government no later than **Friday 23rd October 2026**

Only shortlisted candidates will be acknowledged and invited for interviews.