



THE CATHOLIC UNIVERSITY OF MALAWI JOB ADVERT

The Catholic University of Malawi invites applications from suitably qualified people for the following **full-time** positions tenable at St. Thomas More Campus:

1. Human Resource Officer (1 post)

Duties and Responsibilities:

- Support the development and implementation of HR initiatives and systems;
- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process;
- Develop training and development programs and procedures;
- Assist in employee performance management processes;
- Support management of disciplinary and grievance issues;
- Ensure accurate and proper record keeping of employee information in electronic, digital and hard copy formats;
- Review employment and working conditions to ensure legal compliance;
- Ensure that all employees are organized and satisfied in their work environment;
- Any other duties assigned from time to time

Required Qualifications and Skills

- Bachelors' degree in Human Resource Management
- Proven experience as HR officer, Administrator or other HR positions
- Knowledge of HR functions
- Understanding of labour laws and disciplinary procedures
- Proficient in MS Office, word and excel,
- Knowledge of HRMS packages.
- Outstanding organisational and time management abilities.
- Excellent communication and interpersonal skills
- Problem solving and decision-making skills
- Strong ethics and reliability

2. Registry Clerk (1 post)

Responsibilities

- Assist with registration process of students;
- Registry filing for both staff and students;
- Supervising cleanliness of offices, classrooms and the teaching area in general;
- Preparation of lecture rooms and examination rooms;
- Printing and issuing of students and staff identity cards;
- Preparation of examination answer sheets;
- Assist in preparation of lecture and examination timetables
- Assisting in the compilation of student statistics for each semester/academic year
- Any other duties assigned from time to time

Requirements and skills

- Full Malawi School Certificate of Education
- Diploma in Business Management
- Computer literacy.

3. Library Assistant

Responsibilities

- Sort and shelve books according to their categorization
- Register new patrons and maintain and update their profiles
- Maintain records of books taken out and books brought back
- Catalog new arrivals
- Assist library users with internet access and ensure their technical needs are met
- Organize the repair of damaged books
- Inspect the condition of books before and after check-out to ascertain any damage on behalf of the customer
- Handle overdue fines
- Manage inquiries over the counter and via email or telephone

Qualification and skills

- Certification as a Library Assistant by Malawi Library Association (MALA). Those with diploma in Library and Information Science will have an added advantage.
- Proven work experience as a Library Assistant or similar role
- Basic computer literacy
- Attention to detail and good problem-solving ability
- Exceptional interpersonal skills

- Excellent written and verbal communication

4. ICT Technician

Duties

Managing and administering the University ICT infrastructure, including servers, Internet communication, Databases and related services.

Specific responsibilities shall be as follows:

A. System Administration:

- Windows Servers: Financial Servers (Sage 300), Domain Controller
- Linux Servers: Web Servers, Proxy Server, DNS
- Database Maintenance and Backup: Students, HR, Inventory, etc
- G-Suite: email, calendar, docs, G-Drive, etc

B. Network Administration

- Internet: Firewall, Web Hosting, monitoring etc
- Local Area Network: Connectivity campus wide

C. Client Computer Management and Maintenance: anti-virus, networking, health checks etc:

- (i) Install and maintain of the CUNIMA Internet network, computers, software and system administration;
- (ii) Ensure security of ICT facilities (Hardware and Software);
- (ii) Run training sessions for users;
- (iv) Assist with the development of internet and information services in the University and handle specific university projects on ICT;
- (v) Monitor and support server performance and reliability;
- (vi) Mentor junior technical staff in updating the CUNIMA website and servicing the network;
- (vii) Any other duties assigned from time to time

Requirements

- Bachelor's degree or higher within information technologies, or substantial working experience within relevant fields and have obtained relevant certificates.

- Professional knowledge of network technologies and Window clients
- Experience in handling servers and related management control
- Effective written and oral communication with ability to produce reports and present solutions.

5. Receptionist

Duties

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Any other duties assigned from time to time

Qualification, skills and experience

The applicant must have

- Diploma in Communication Studies. Those with degree in the same will have added advantage
- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. Computers and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree

6. Driver

Duties

- Drive staff, and other authorized passengers as and when assigned.
- Ferrying authorized goods when assigned,
- Maintaining log book,
- Checking that vehicles are road worthy at all times before any trip,
- Initiating vehicle maintenance when due,
- Checking that vehicles have certificate of fitness and valid insurance at all times.

Attributes

- A well-disciplined and reliable person and trustworthy.
- Maintain high level of personal integrity and reliability.
- Good Communication & Interpersonal Skills

Qualifications:

- Be holder of a Malawi School Certificate of Education plus Defensive
- A valid Class C license
- Passenger Service Vehicle License with not less than 2 years' experience.
- Possession of Defensive Driving Certificate would be an added advantage.

SUBMISSION OF APPLICATION PACKAGE

Applications from interested candidates, together with detailed curriculum vitae with names and contact details of three traceable referees, copies of academic and professional documents merged in **one pdf document** should be sent by **15th November, 2025** to: vacancies@cunima.ac.mw copy information@cunima.ac.mw