



## **NURSES AND MIDWIVES COUNCIL OF MALAWI**

### **A. INTRODUCTION AND BACKGROUND**

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body for Nurses and Midwives established in 1966 through the act of parliament (Laws of Malawi Cap 36:02). It is mandated to regulate education, training, practice and professional conduct of nurses and midwives in Malawi in order to protect the public from unsafe practice. NMCM has a role to develop, maintain, reinforce, monitor and evaluate nursing and midwifery practice and education standards thereby contributing to the national goal of promoting the health status of Malawians.

NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant positions tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant positions:

#### **1. ASSISTANT ADMINISTRATIVE OFFICER**

**Main purpose of the Job:** Reporting to the Senior Human Resources Management officer. The Assistant Administrative Officer shall be responsible for providing administrative support to ensure efficient operation of the office.

#### **Key Roles and responsibilities**

- a) Assisting in office services relating to fleet management, records management, office equipment, utility services, office property, and overseeing their maintenance.
- b) Assisting in Managing Office building, and tenancy issues including valuation, processing Rental invoices for the tenants and production of agreements and tenancy reports.
- c) Supervising and controlling administration junior support staff such as Receptionist, senior office assistant, Drivers and collaborating for oversight with the supervisor of Council's hired guards and cleaners.
- d) Coordinating and monitoring utility usage of office electricity, telephones, water, consumables, vehicles, fuel and stationary.
- e) Handling employee welfare services such as sickness, and funeral.
- f) Preparing monthly work progress reports on all office services including monthly fleet management reports for management decision making.
- g) Ensuring that vehicle insurances are renewed, and all road documentation are up to date.
- h) Processing vehicle insurance claims and addressing road related disputes and cases.

- i) Maintaining vehicle records and allocating vehicles for errands and monitoring fuel consumption and vehicle performance
- j) Preparing vehicle preventive and routine maintenance schedules
- k) Any other relevant administrative duty that may be assigned from time to time

### **SKILLS AND COMPETENCIES**

- Excellent computer skills, especially typing.
- Attention to detail.
- Desire to be proactive and create a positive experience for others.
- Work management and prioritizing skills
- Good interpersonal, Listening and communication skills
- Self-motivated and ability to work well under limited supervision
- A team player, reliable and trustworthy

### **MINIMUM QUALIFICATIONS AND WORK EXPERIENCE**

- Diploma in Management; Administration; Business Administration from Accredited institution.
- 4 years' experience in similar position

### **METHOD OF APPLICATION**

Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than 13<sup>th</sup> June, 2022 to:

**The Registrar**  
**Nurses and Midwives Council of Malawi**  
**P.O Box 30361**  
**Capital City, Lilongwe 3.**  
**nmcm@nmcm.org.mw**

**NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**