



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. OFFICE ASSISTANT (1 position for Lilongwe Office)

Main purpose of the job: reporting to the Senior Office Assistant. the Office Assistant shall be responsible for messengerial activities of the Council.

Key Roles and responsibilities

- a) Moving files from office to office
- b) Packing mail in envelopes or bags, endorsing relevant addresses on the envelopes, recording outgoing mail into outgoing mail register and taking the mail to the Post office for posting and collecting mail from the post office
- c) Conducting door to door official delivery errands or from place to place to deliver or pick mail, parcels, items, documents, money and messages as required by Council officers
- d) Preparing and serving tea and refreshments for staff
- e) Loading and offloading Council items within Council premises and placing them efficiently in their right places as required
- f) Participating in carrying out photocopying and duplicating work and binding photocopied or duplicated matter into required documents accordingly and managing the photocopying, duplicating and binding machines efficiently and reporting faults for maintenance
- g) requisitioning stationery for duplication/photocopying room and ensuring efficient utilization of the stationery

h) Participating in reporting faults on the Duplicating Machine

i) Any other duties relevant to the post.

SKILLS AND COMPETENCIES

- 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 academic and professional qualifications and experience

- MSCE
- certificate in Machine Operation
- Four years' experience

METHOD OF APPLICATION

Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than 13th 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.