



THE CATHOLIC UNIVERSITY OF MALAWI

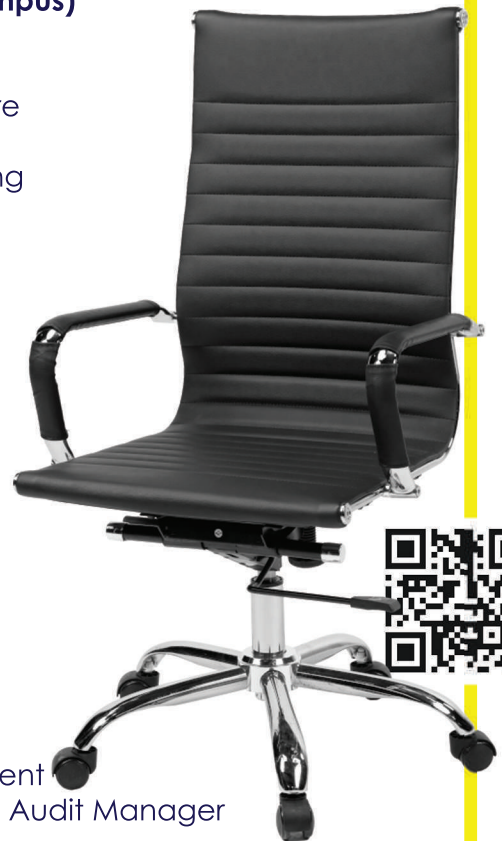


The Catholic University of Malawi invites applications from suitably qualified persons for the following full-time administrative positions tenable at Montfort campus, Nguludi -Chiradzulu and St. Thomas More, Nanjiri- Lilongwe.

1. Position: Internal Auditor (1 Post, Nguludi Campus)

Key Duties and Responsibilities:

- Carry out reviews of financial and operational processes to ensure that university objectives are achieved.
- Perform specific audit procedures and preparing working papers documenting the procedures performed.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts, etc.
- Identify loopholes and recommend risk aversion measures and cost savings.
- Prepare and present reports that reflect audit results and document process.
- Conduct follow-up audits to monitor Management's interventions
- Recommending improvements for the effectiveness of risk management, governance and internal controls.
- Develop audit programs.
- Conducting internal investigations.
- Maintain open communication with Management
- Perform other duties as assigned by the Internal Audit Manager



Required Skills and Qualifications.

- Applicants should be holders of Bachelor's Degree in Accountancy or its equivalent with at least three (3) years' experience in internal or external auditing.
- The successful candidate will be expected to be a self-starter, analytical thinker.
- Advanced computer skills on MS Office, accounting software.
- Ability to manipulate large amounts of data and to compile detailed reports.
- Proven knowledge of auditing standards and procedures, laws, rules and regulations.
- High attention to detail and excellent analytical skills.
- Sound independent judgement.

2. Position: Secretary (1 Post, Nguludi Campus)

Key Duties and Responsibilities

- Welcoming visitors and redirect them when necessary
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments
- Prepare and disseminate correspondence, memos and forms
- File and update contact information of employees, customers, suppliers and external partners
- Support and facilitate the completion of regular reports
- Develop and maintain a filing system
- Check frequently the levels of office supplies and place appropriate orders
- Make travel arrangements
- Document expenses and hand in reports
- Undertake occasional receptionist duties

Requirements skills and qualification

- Proven work experience as a Secretary or Administrative Assistant
- Familiarity with office organization and optimization techniques
- High degree of multi-tasking and time management capability
- Excellent written and verbal communication skills
- Integrity and professionalism
- Minimum of 3 years' experience in a busy office.
- Proficiency in MS Office and word
- Diploma in Secretarial studies.



3. Position: Motor Vehicle Mechanic (1 post, Nguludi Campus)

Key Duties and Responsibilities:

- Inspecting, testing, and diagnosing vehicle faults.
- Repairing or replacing worn parts (e.g., brakes, engines, sensors, transmission) and performing routine maintenance.
- Conducting test drives and adjusting mechanical components to ensure safety and performance.
- Keeping accurate records of services, parts used, and cost on repairs.
- Advising the Procurement Office on required repairs and costs.

Required Skills and Qualifications

- Understanding of vehicle systems (engine, electrical, brake, steering).
- Ability to operate modern computerized diagnostic equipment.
- Capability to lift heavy parts and work in a physically demanding environment.
- A holder of Malawi School Certificate of Education (MSCE)
- Level 3 Tevet Certificate in Automobile mechanics or
- City and Guilds Diploma in Motor Vehicle Mechanics
- Minimum of 3 years' experience
- Valid driving license C1 and those with PGD category will have an added advantage

4. Position: Assistant Electrician (1 Post, Monfort Campus & 1 post, St.Thomas More)

Key duties and Responsibilities

- Assisting with the installation of electrical apparatus, fixtures, and equipment (e.g., conduit, wiring, lighting, panels).
- Diagnosing electrical issues, replacing defective components, and repairing circuits or equipment.
- Using and maintaining various electrical tools and testing devices, such as ohmmeters and voltmeters.
- Reading and interpreting blueprints, circuit diagrams, and construction documents to plan wiring layouts.
- Preparing work areas, measuring/cutting materials, and cleaning up job sites.
- Following all safety regulations, including wearing personal protective equipment (PPE) and ensuring compliance with local/national electrical codes.
- Maintaining accurate records of maintenance and repair work.



Required skills and qualification

- Possess basic electrical knowledge and the ability to perform physical tasks, such as lifting and climbing.
- Experience in industrial and/or commercial electrical systems
- Demonstrable ability to use electrical and hand tools (e.g. wire strippers, voltmeter etc.) and electrical drawings and blueprints;
- Thorough knowledge of safety procedures and legal regulations and guidelines;
- Excellent critical thinking and problem-solving ability;
- Excellent physical condition and flexibility to work long shifts and odd hours;
- Minimum of 3 years' experience
- A holder of Malawi School Certificate of Education (MSCE)
- Level 3 Tevet certificate in electrical and electronics engineering or
- City and Guilds Diploma in electrical and electronics engineering

5. Position: Assistant Plumber (1 Post, Montfort Campus & 1 post, St.Thomas More)

Key Duties and responsibilities.

- Assist in installing, maintaining and repairing plumbing systems and fixtures (toilets, sinks, showers, water heaters) and clearing clogs.
- Fitting and repairing various household appliances.
- Cutting and assembling pipes, tubes, fittings, and fixtures.
- Assist with the installation, repair, and maintenance of domestic water and sewer systems.
- Prepare work areas by cutting, drilling, or cleaning, including opening walls to access pipes.
- Transport, cut, thread, bend, and assemble pipe sections and fittings.
- Clean, maintain, and organize tools and equipment.
- Assist in installing fixtures (toilets, sinks, showers, water heaters) and clearing clogs.
- Adhere to safety regulations

Requirements Skills and qualifications.

- Basic knowledge of plumbing systems, tools, and materials.
- Physical stamina to lift heavy equipment, climb ladders, and work in confined spaces.
- Strong communication and ability to follow instructions.
- A holder of Malawi School Certificate of Education (MSCE)
- Level 3 Tevet certificate in Plumbing or
- City and Guilds Diploma in Plumbing
- Minimum of 3 years of experience as a plumber.



6. Position: Assistant Carpenter (1 Post, Nguludi Campus)

Key Duties and Responsibilities:

- Cleaning work areas, removing debris, setting up scaffolding, and organizing tools/materials.
- Measuring, marking, cutting, and shaping wood and other materials based on instructions.
- Holding, positioning, and securing materials (e.g., in walls or forms) for the lead carpenter.
- Assisting in building, assembling, or repairing structures, including cabinets, drywall, and furniture.
- Cleaning, maintaining, and preparing tools for safe operation.
- Adhering to safety protocols, including wearing proper protective equipment.

Required Skills and Qualifications:

- Basic understanding of carpentry tools, techniques, and materials.
- Ability to calculate dimensions, measure accurately, and read blueprints.
- Ability to lift heavy materials and perform labor-intensive tasks for long periods.
- Precision in cutting and fitting components.
- Following instructions from supervisors and working well within a crew.
- A holder of the Malawi School Certificate of Education (MSCE) certificate.
- Level 3 Tevet certificate in Carpentry and Joinery or
- City and Guilds Diploma in Carpentry and Joinery
- Minimum of 3 years of experience as a Carpenter.

Applications from interested candidates, together with detailed curriculum vitae and copies of certificates which should include names and contact details of three traceable referees, plus academic and professional documents, should be sent by 6th March 2026 to:

The Registrar

The Catholic University of Malawi

P.O Box 5452

LIMBE

Email: vacancies@cunima.ac.mw copy information@cunima.ac.mw

