

BLANTYRE CITY COUNCIL

VACANCY

HUMAN RESOURCES CLERK

Blantyre city Council is inviting applications for the post of Human Resource Clerk.

REPORTING TO

Human Resources Management Officer

SKILLS & ABILITIES

Ability to communicate in English and work under pressure. Record management and a high level of confidentiality. Attention detail and an ability to Communicate with people from diverse backgrounds

AGE & EXPERIENCE

Not more than 28 years of age. Those with 2 years' experience in a similar position will have an added advantage

QUALIFICATIONS

Malawi School Certificate of Education (MSCE) with Credits in English and Mathematics.
Those with any related certificate will have an added advantage.

DUTIES & RESPONSIBILITIES

- . Drafting minor memos and letters
- . Processing workers compensation claims
- . Updating and maintaining employees personal file
- . Supervising messengers and cleaners in the section
- . Assist in the recruitment and selection of unskilled workers
- . Processing leave forms and leave record cards for Council employees
- . Any other duties as assigned from time to time

Applications with copies of relevant certificates should be addressed to:

The Secretary
Appointments and Disciplinary Committee
Blantyre City Council
Private Bag 67
Blantyre

The deadline for submitting applications is Friday, 3rd September, 2021

