

CHURCH OF CENTRAL AFRICA PRESBYTERIAN

SYNOD OF LIVINGSTONIA



Ekwendeni College of Health Sciences
P.O Box 49, Ekwendeni, Malawi
Tel/Fax: +265(0) 1339 339
Email: ekwehealthcol@gmail.com



All official Correspondence to be addressed to the College Principal

JOB VACANCIES

Ekwendeni College of Health Sciences invites suitably qualified candidates to fill the following vacant positions;

1. Lecturer in Clinical Medicine(Grade I) One position

Requirements

- a. Bachelor's degree in Internal Medicine.
- b. Those with a Master's degree will have an added advantage.
- c. Minimum of two years of teaching or clinical experience
- d. Be matured and committed Christian

Duties and responsibilities

- a. Assess students learning needs.
- b. Prepare for classroom instruction.
- c. Teach the specified curriculum in the classroom.
- d. Supervise students clinical practice in liaison with clinical staff
- e. Monitor and evaluate student's progress in the classroom and in clinical practice.
- f. Provide individual and group tutorial work.
- g. Develop students ability to provide holistic patient care
- h. Participate in curriculum review.
- i. Attend relevant hospital committee meetings.
- j. Maintain appropriate record for each student

2. Assistant Librarian(Grade K) One position

Requirements:

- a. Diploma in Library and Information Science
- b. Minimum of 2 years of work experience
- c. Be matured and committed Christian

Duties and Responsibilities

- a. Issue Checking in and out of books and other material.
- b. Ordering and receipt of new materials
- c. Helping user's conduct literature searches using networked data based printed resources, CD-ROM or the internet
- d. Selecting, acquiring cataloguing, classifying and using specialized library and information soft ware
- e. Devising and delivering transferable information and learning skills courses for students and staff
- f. Any other related duties assigned

3. Library Assistant(Grade M) One position

Requirements:

- a. MALA certificate
- b. Minimum of two(2) years of work experience
- c. Be matured and committed Christian

Duties and Responsibilities

- a. Supervise the checking in and out of library materials at the circulation desk.
- b. Shelving and shelf-reading of books and other library material.
- c. Assist library users locate materials in the library.
- d. Attend faculty and other meetings.
- e. Any other related duties as assigned

4. Clerical Officer(Grade M) One position

Requirements:

- a. Certificate in Human Resource Management
- b. Malawi School Certificate of Education
- c. Minimum of two(2) years of work experience
- d. Be matured and committed Christian

Duties and responsibilities

- a. Dispatch official mail
- b. Track movement of files
- c. File documents
- d. Maintain incoming and outgoing mail register
- e. Supervise subordinate staff
- f. Open files.

5. Security Guard(Grade P) One position

Requirements

- a. Minimum of Junior certificate of education
- b. Minimum of two(2) years' experience
- c. Be matured and committed Christian

Duties and responsibilities

- a. Guard all the office buildings
- b. Report of any detect noted to the head of security as soon as possible
- c. Make proper checking of office premises before taking over the guarding responsibilities and making proper handovers before checking out from the college premises
- d. Check out water pipes in case there would be water running
- e. Check out any electrical faults and report to the electrician as soon as possible
- f. Clean the office surroundings
- g. Any other related duties assigned

6. Ground Labourer(Grade R) Two positions

Requirements

- a. Minimum of junior certificate of education
- b. Minimum of two years' experience
- c. Be matured and committed Christian

Duties and responsibilities

- a. Caring for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks and walls.
- b. Plant flowers, trees and shrubs
- c. Water lawns, landscapes and gardens.
- d. Gather litter.
- e. Providing proper upkeep of sidewalks, driveways, parking lots and other ground features by sweeping.
- f. Supporting other professionals such as plumbers, electricians, carpenters, builders and mechanics.
- g. Prune and trim trees, shrubs, and hedges

Interested individuals with relevant qualifications should send their application letters, copies of certificates and a detailed CV with three traceable referees to the following address or email not later than Friday, 17th July, 2021.

The College Principal

Ekwendeni College of Health Sciences

P.O Box 49

Ekwendeni

Or

Email: ekwehealthcol@gmail.com

Only shortlisted candidates will be acknowledged

