



VACANCY ANNOUNCEMENTS

About Millennium Challenge Account-Malawi II

The Government of Malawi signed a five-year agreement (“Compact”) with the Millennium Challenge Corporation (“MCC”) to fund specific programs targeted at reducing poverty and stimulating economic growth. MCC is a U.S. government agency focused on assisting countries dedicated to good governance, economic freedom, and investing in people. An Accountable Entity called the Millennium Challenge Account-Malawi II (“MCA-Malawi II”) has been created and designated by the Government of Malawi to implement the Compact.

Malawi Compact

The Compact consists of three projects, namely:

1. The Accelerated Growth Corridors Project (AGC) will focus on reducing transport costs in targeted rural areas. Under the AGC Project, the Road Corridor Improvement (RCI) Activity will target investment in physical upgrades and improvements across different classes of roads within four selected Accelerated Growth Corridors (AGCs) to improve rural access by addressing road conditions and reducing transport costs. The Policy and Institutional Reform and Capacity Building (PIR) Activity will focus on assisting the Government to address policy, legislative, institutional, and funding issues to ensure that road transport in AGC areas is well-maintained and managed.
2. The Increased Land Productivity Project will focus on improving land services, strengthening conditions for increased investment in land and better-functioning land markets through two main activities: the Land Administration Resourcing and Institutions Activity – which will support development, adoption, and implementation of reforms to expand national land-based revenues and address institutional change – and the City Council Land-Based Revenue

Modernization Activity, which will expand coverage and collection of land-based revenues, to increase resources for key services and increase investment in land and finally.

3. The American Catalyst Facility for Development Project will focus on facilitating U.S. International Development Finance Corporation (DFC) investment in Malawi to catalyse increased private investment consistent with Compact objectives and increase the scale and impact of the Compact.

1. Receptionist

Position Objective

The Receptionist at MCA-Malawi II is a key member of the administrative team, providing essential support in managing the front desk operations and contributing to the smooth running of the office. This role involves greeting visitors, handling incoming calls and inquiries, and providing general administrative support to ensure an efficient and welcoming environment for both staff and visitors.

Duties and Responsibilities

- Serve as the first point of contact for the organization, greeting visitors warmly and directing them appropriately.
- Manage incoming calls, including screening, forwarding, and taking messages with a high level of professionalism.
- Monitor and manage access to the office, including issuing visitor badges and maintaining a visitor log, ensuring a secure working environment.
- Assist in managing schedules for the office's shared spaces and executive calendars, facilitating the efficient use of resources, and preventing scheduling conflicts.
- Coordinate meeting room bookings and assist in the preparation of meeting and conference rooms.
- Handle mail and deliveries, including sorting and distributing incoming mail and preparing outgoing mail.
- Provide general administrative support, including photocopying, filing, and data entry as needed.
- Maintain a tidy and welcoming reception area, ensuring it is always presentable.
- Assist in coordinating office maintenance issues and liaising with facility management.
- Support the organization of office events and meetings as required and perform additional duties and responsibilities as assigned by the Specialist, Administration.
- Oversee the inventory of office supplies, including ordering and restocking as necessary, ensuring all departments are adequately equipped for their daily operations.
- Offer information to visitors and staff, including answering queries or directing them to the appropriate department or individual for specific information, enhancing the organization's communication efficiency.

Education

- Diploma in secretarial studies or business administration.

Experience

- At least 3 years of experience in a receptionist or administrative role, preferably in an international or multicultural environment.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with a diverse group of clients and staff.
- Proficiency in Microsoft Office applications and the ability to learn new software quickly.
- Strong organizational skills and the ability to multitask and prioritize effectively.
- Commitment to providing high levels of customer service and maintaining a professional demeanor.

How to apply

Applications for these positions should be sent to: recruitment@mca-malawi2.gov.mw

Applications should be accompanied by the following documents:

1. Curriculum vitae containing detailed work experience.
2. Cover letter confirming interest and availability.
3. Soft copies of education and professional certificates (if available).

The closing date for receiving applications is **11th March 2024**. Please note that only applications received through recruitment@mca-malawi2.gov.mw will be considered. Any applications received through other channels will not be considered. Only shortlisted applicants will be contacted for interviews. Interested applicants should indicate the position title in the subject line of the email.