



MALAWI COLLEGE OF ACCOUNTANCY

VACANCY ADVERTISEMENT

Malawi College of Accountancy, Malawi's premier accountancy and business management training institution, would like to recruit highly motivated and results oriented individual for the position of Accounts Intern tenable at Mzuzu Campus.

POSITION: SECRETARY INTERN

DUTY STATION: Mzuzu Campus (1)

Duties

- Receive and direct visitors
- Answer telephone calls and attend to enquiries.
- Draft, type, format, and file correspondence and other documents.
- Schedule meetings and maintain calendars.
- Take and prepare meeting minutes.
- Maintain physical and electronic filing systems.
- Assist with photocopying, scanning, printing, and document preparation.
- Manage incoming and outgoing correspondence.
- Assist with general office administration.
- Support Head of Programs and other staff with routine secretarial tasks.
- Maintain confidentiality of office and organizational information.
- Any other duties relevant to the position as assigned from time to time.

Required Skills

- Good typing and computer skills.
- Proficiency in Microsoft Word, Excel, PowerPoint, email, and internet applications.
- Excellent verbal and written communication skills.
- Good filing and document-management skills.
- Professional telephone and email etiquette.
- Ability to schedule appointments and manage calendars.
- Good interpersonal and customer-service skills.

- Attention to detail and accuracy.
- Ability to take meeting minutes and prepare correspondence.
- Ability to handle confidential information professionally.
- Professional appearance and conduct.
- Ability to multitask and work under minimal supervision.
- Willingness to learn and adapt to new office systems.
- Good communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Strong time-management and organizational skills.

Qualifications

Interested individuals must have a minimum of a Diploma in Secretarial Studies , Office Administration, Business Administration, Management, or a related field from a recognized institution. Those with a degree will have an added advantage.

MODE OF APPLICATION

Those interested should submit their applications, Curriculum Vitae and names of three traceable referees with their contact details not later than 30th October, 2026 to:

The Principal,
Malawi College of Accountancy,
P.O. Box 30644,
Chichiri,
Blantyre 3.

Or through:

Email to: **recruitment@mca.ac.mw**

Malawi College of Accountancy is an equal opportunity employer.