



MALAWI COLLEGE OF ACCOUNTANCY

INTERNSHIP OPPORTUNITY

HOSTEL SUPERVISOR (Re-Advertised)

The Malawi College of Accountancy seeks to engage an Intern as a Hostel Supervisor at the Njamba hostels. The Hostel Supervisor shall be reporting to the Administrative Officer and be responsible for the overall management, safety, and smooth functioning of the Njamba hostels. This role ensures residents are at "home away from home" by ensuring that the environment is conducive and by upholding high cleanliness standards.

KEY RESPONSIBILITIES

1. Supervise daily operations, including cleaning, laundry, and maintenance of rooms and common areas.
2. Enforce hostel rules and regulations, maintaining high standards of discipline.
3. Oversee security measures.
4. Manage inventory of hostel property, furniture, and fittings under the leadership of the Hostel Warden.

QUALIFICATIONS, SKILLS & ATTRIBUTES

Education:

Diploma in Hospitality Management or Business Administration or any other related field. First Aid Certificate will be an added advantage.

Experience:

Previous experience in hostel management, residential life, or a similar supervisory role.

Skills & attributes:

- Strong interpersonal and communication skills.
- Conflict resolution and problem-solving abilities.
- Proficiency in MS Office (Word, Excel) for record-keeping.
- Honest, trustworthy, patient, and able to work under pressure
- Physically fit to perform inspections, including checking rooms and premises

Interested candidates should submit their applications with three traceable referees to the following address not later than Monday, 8th May, 2026.

The Principal
Malawi College of Accountancy
P.O. Box 30644
BLANTYRE

Or through:

Email to: recruitment@mca.ac.mw

Malawi College of Accountancy is an equal opportunity employer.