



## VACANCIES

The Malawi Research and Education Network (MAREN) is a not-for-profit institution which was founded around 2005 by the University of Malawi and Mzuzu University. It was established to create and operate an academic network, interconnecting research and education institutions within Malawi and with their regional and global peers through the UbuntuNet Alliance. The organization became fully operational in 2018 through funding from the Digital Malawi Project - a Project of the Malawi Government funded by the World Bank. So far, MAREN has managed to interconnect at least sixty-five sites including all the public universities at higher bandwidths.

MAREN is now inviting applications from suitably qualified, highly skilled, experienced, competent and visionary Malawians with a passion to serve; to fill the following position:

### **1.0 PERSONAL ASSISTANT TO CEO (PA)**

Location: Zomba

The PA shall report to the Chief Executive Officer. S/he will be responsible for:

- Providing administrative and secretarial support to the Chief Executive Officer and management: scanning and circulating letters, drafting documents, etc.
- Maintaining effective document filing system in the CEO's Office
- Maintaining a calendar of the CEO
- Organizing business meetings and appointments for the CEO and management: setting calendar, confirming venue and attendance, ensuring agenda is shared and brief from relevant team member received prior the meeting
- Coordinating interaction with internal and external stakeholders for the CEO: phone calls, documents, letters, maintain stakeholder tracking record of contact details and meetings
- Coordinating critical tasks and associated documents for executive management
- Organizing meetings and venues with visitors in coordination with FAM: travels, board meeting, etc.
- Centralizing travel booking (flights, hotel, etc.) upon request, and procure in coordination with FAM
- Assisting in the CEO's administrative functions

- Researching, prioritizing and following up on incoming issues and concerns addressed to the CEO and routing of messages where necessary to conserve CEO's time
- Maintenance of office inventory in the CEO's office
- Minute taking where necessary
- Any other relevant duties assigned by MAREN management from time to time.

### **Qualifications and Experience**

- Be a holder of at least a Degree in Business Management or related fields from a recognized institution.
- Have at least three years' experience in a similar position.
- Be an advanced user of Microsoft Office
- Have excellent oral and written communication skills
- Have good organizational skills
- Have capacity to work with minimal supervision.
- Have ability to work under pressure
- Have ability to work as part of a diverse and inclusive team
- Have high degree of integrity and professionalism

### **Term of office**

- The PA shall be on a 3-year contract renewable based on performance.

### **REMUNERATION**

The position above comes with a competitive compensation and benefits package in accordance with MAREN's existing structure of benefits.

### **HOW TO APPLY**

Applicants are invited to submit a cover letter, curriculum vitae, names and contact details of three traceable referees to the following link: [recruitment@maren.ac.mw](mailto:recruitment@maren.ac.mw). The cover letter should be addressed to the Chief Executive Officer, MAREN Limited, P.O. Box 278, Zomba. Deadline for applications is 29<sup>th</sup> November, 2024, noon.

MAREN is committed to achieving 50/50 gender balance in its staff. **Female candidates** are strongly **encouraged** to apply.