



Accelerating Malawi's Economic Growth

VACANCY ADVERTISEMENT: OFFICE ASSISTANT (GRADE RA12)

The Roads Authority (RA) was created by the Roads Act No. 3 of 2006 to ensure that public roads are constructed, maintained or rehabilitated at all times; and to advise the Minister, and where appropriate, the Minister responsible for Local Government on the preparation and efficient and effective implementation of the Annual National Roads Programme.

The Roads Authority (RA) is inviting applications from **suitably qualified Malawians** to fill two vacant positions of **Office Assistant** tenable at Regional Office Centre in Lilongwe and Regional Office South in Blantyre, respectively.

The role of the **Office Assistant** is to carry out office support activities.

*The **Office Assistant** reports to the Corporate Services Supervisor and is specifically responsible for: -*

- i. Cleaning offices of Directors/ Heads of Sections.
- ii. Moving files between offices.
- iii. Collecting and delivering mail.
- iv. Assisting with logistics of meetings, workshops and seminars.
- v. Assisting in arranging and filing documents.
- vi. Preparing tea or refreshments.
- vii. Collecting or distributing working materials and consumables.

The desired candidate must have the following qualifications, experience, knowledge, skills and abilities: -

- i. Malawi School Certificate of Education with good track record.
- ii. At least 1-year experience in related work.
- iii. Ability to work in a team environment.
- iv. Ability to follow oral and written instructions
- v. Good organizational skills.

Interested candidates should submit their applications under confidential cover together with detailed and updated Curriculum Vita (CV) that clearly stipulates the date of birth of the applicant, names of three traceable referees and copies of certificates to:-

**The Chief Executive Officer
Roads Authority
Private Bag B346
LILONGWE 3**

Closing date for receiving applications is **Monday, 28th September 2026**.

Only shortlisted candidates will be acknowledged.