Accelerating Malawi's Economic Growth

VACANCY ADVERTISEMENT
HUMAN RESOURCE ASSISTANT (GRADE RA9)

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 the vacant position of **Human Resource Assistant (Grade RA9)** tenable at its Head Office in Lilongwe.

The role of the **Human Resources Assistant** is to provide general HR clerical support within the Corporate Services Department.

*The **Human Resources Assistant** reports to the Human Resources Officer and is specifically responsible for the following key duties:-*

i. Maintaining employees' personal files
ii. Filing and undertaking periodic file updates
iii. Assisting in processing staff leave forms
iv. Opening new employees files
v. Assist in compilation of Human Resources reports
vi. Reconciling benefits statement of employees
vii. Ci=onducting benefits enrolment for new staff
viii. Respond to queries and correspondences relating to staff records.

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

i. A certificate in Human Resources, Business Administration or any comparable qualification
ii. At least one (1) year work experience in clerical work.
iii. Must have strong interpersonal skills
iv. Ability to organise filing
v. Efficient and good computer literacy skills
vi. Excellent Communication Skills both oral and written
vii. Good understanding of labour laws and office procedures
viii. Attention to detail

ix. Knowledge of policies and procedures regarding HR management.
x. High level of integrity, honesty and confidentiality.
xi. Problem solving and analytical skills
xii. Good communication skills both oral and written.

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 **Friday, 11th December, 2026**.

Only shortlisted candidates will be acknowledged.