



## **NURSES AND MIDWIVES COUNCIL OF MALAWI**

### **INTRODUCTION AND BACKGROUND**

Nurses and Midwives Council of Malawi (NMCM) is the regulatory body of Nurses and Midwives established in 1966 under the act of parliament Laws of Malawi Cap 36:02. NMCM is mandated to develop, maintain, monitor, evaluate and control the profession of Nursing and Midwifery thereby contributing to the national goal of promoting the health status of Malawians. As a regulatory, NMCM has the role of regulating the education, training and practice, and professional conduct of Nursing and Midwifery personnel in the country.

**NMCM is inviting suitably qualified and experienced Malawian Nationals to fill vacant position of Mechanic/Driver tenable at NMCM offices in Lilongwe. The following are the required personnel and work-related traits for the vacant position**

**Job Title: Mechanic/Driver**

**Reporting Arrangements:** The Mechanic/Driver will be reporting to the Assistant Administrative Officer.

**Purpose of the job:** To ensure the organization's vehicles are properly maintained, repaired, and safely operated for official assignments, contributing to the efficiency and reliability of transport services. The key duties and responsibilities for this position include, but, not limited to;

- a) Carry out repairs of motor vehicles;
- b) Conduct planned inspection of motor vehicles as part of preventative maintenance;
- c) Inspect Councils vehicles before and after service;
- d) Attend to emergency breakdown;
- e) Maintain fleet service records;
- f) Driving Council members of staff and visitors as assigned
- g) Carrying out physical checkups on the assigned Councils vehicle on daily basis to ensure that it is kept in good running condition before using or leaving it.
- h) Keeping Council vehicles clean all the time both inside and outside.

- i) Maintaining log book for the vehicle assigned and keeping the log book up to date.
- j) Collecting and delivering mail, packages from/to various stakeholders including loading and off-loading the items picked.
- k) Taking all necessary steps regarding reporting of breakdowns or accidents.
- l) Following schedule of Road Tax, COF, Insurance and schedule of routine and preventive servicing for vehicles. advising supervisor when renewal is due
- Any other duties as assigned from time to time.

## **REQUIRED COMPETENCIES**

- a. Reliability and Punctuality
- b. Attention to Detail
- c. Communication skills
- d. Safety Awareness
- e. Problem Solving
- f. Teamwork

## **Minimum qualifications and experience**

- a. Minimum of Malawi School Certificate of Education
- b. Grade 1 motor vehicle mechanic trade test certificate or city and Guilds
- c. and driving license and defensive driving License
- d. must have at least four years' experience in similar position

## **METHOD OF APPLICATION**

- Interested applicants should send their application letters and detailed Curriculum Vitae including three traceable referees, including previous employer, not later than June 27, 2025 to:
- **The Registrar, Nurses and Midwives Council of Malawi, P.O Box 30361, Capital City, Lilongwe 3. [nmcm@nmcm.org.mw](mailto:nmcm@nmcm.org.mw),**
- **NMCM IS AN EQUAL GENDER BASED OPPORTUNITY EMPLOYER AND ONLY 8 SHORTLISTED CANDIDATES WILL BE ACKNOWLEDGED.**