LILONGWE UNIVERSITY OF AGRICULTURE & NATURAL RESOURCES (LUANAR)

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Staff Vacancy Advertisement

SECRETARY

Background

The Lilongwe University of Agriculture and Natural Resources (LUANAR) invites applications from suitably qualified, experienced, and motivated individuals for the position of Secretary in various departments and sections of the University. The successful candidates will provide administrative and secretarial support to ensure the smooth and efficient operation of their respective departments and sections. They will report directly to the Head of the respective department or section to which they are assigned.

Specific Duties and Responsibilities:

1. Administrative Support:

1. Receive and manage correspondences and calls on behalf of the Head of Department/Section, including prioritizing and responding to inquiries by letter, telephone and email and, directing them as appropriate.
2. Prepare correspondence on behalf of the Head of Department/Section, including drafting responses for generic requests and submit to the responsible officer.
3. Maintain accurate and up-to-date electronic and manual filing systems.

2. Scheduling and Coordination:

1. Assist with a variety of administrative tasks including scheduling and organizing meetings, appointments, and events.
2. Make logistical arrangements for both faculty and non-faculty members' engagements outside office.
3. Prepare meeting agendas, take minutes, and distribute them as required.
4. Ensure proper follow-up on meeting action points.

3. Office Management:

1. Managing office supplies and ensure that there is adequate stock levels.
2. Supervising the messenger on the collection and delivery of mail and use of office equipment such as photocopiers, printers, computers, etc.
3. Oversee the maintenance of office equipment.
4. Maintain a clean and organized office environment.

4. Communication and Liaison:

1. Act as the primary point of contact between the office and other departments and stakeholders.
2. Disseminate information and ensure timely communication.

5. Confidentiality and Professionalism:

1. Handle sensitive information with the highest level of discretion.
2. Uphold professionalism and ethical conduct in all tasks.
3. Assist in the preparation of presentations and reports.
4. Perform other related duties as assigned by the supervisor.

Qualifications and Desired Qualities

1. MSCE and a Diploma in Secretarial Administration or any relevant secretarial training at diploma level from a recognized institution.
2. Should also have shorthand 120w.p.m, typing 50 w.p.m plus at least 3 years of relevant experience.
3. Proven experience as a Secretary, Administrative Assistant, or similar role.
4. Proficiency in MS Office suite (Word, Excel, PowerPoint, Outlook) and office software applications.
5. Excellent organizational and time management skills with the ability to prioritize tasks.
6. Strong written and verbal communication skills.
7. Attention to detail and accuracy in data entry and record keeping.
8. Ability to work independently and as part of a team.
9. Professional demeanor with a customer service orientation.
10. Discretion and confidentiality in handling sensitive information.

Terms and Conditions of Engagement

All the successful candidates will be engaged on an initial 2-year contract before they can be considered for permanent appointment based on satisfactory performance. Remuneration will be in line with LUANAR Staff Regulations and Conditions of Service (2023) applicable to staff on fixed-term contract.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

The University Registrar

Lilongwe University of Agriculture and Natural Resources(LUANAR)

P.O. Box 219

LILONGWE

All applications should reach the UNIVERSITY no later than Friday, **30th October, 2026**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal-opportunity employer and strongly encourages applications from qualified candidates from diverse backgrounds. Only shortlisted candidates will be contacted for interviews