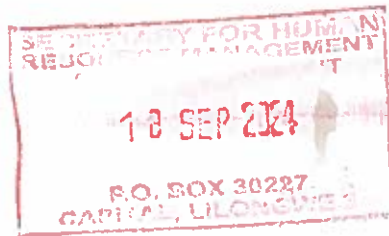


Ref. No. PSM/02



18<sup>th</sup> September, 2024

FROM: THE SECRETARY FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, P.O. BOX 30227, LILONGWE 3.

TO : ALL PRINCIPAL SECRETARIES AND HEADS OF DEPARTMENTS

**VACANCY: SENIOR CLERICAL OFFICER (GRADE L)**

Applications are invited from suitably qualified serving Clerical Officers (Grade M) in the **Human Resource Common Service** for the post of **Senior Clerical Officer (Grade L)** existing under the Department of Human Resource Management and Development.

**POST** : Senior Clerical Officer

**GRADE** : L

**SALARY** : Within the range of Grade L Salary Scale Segment

**LOCATION** : Various Government Ministries and Departments

**DUTIES** : The successful candidates will, among other things be responsible for:-

- i. Supervising juniors under his/her charge and coordination of policy and personnel registries;
- ii. Maintenance of paper money register;
- iii. Maintenance of records on personal files;
- iv. Handling of incoming and outgoing mail;
- v. Taking morning List;
- vi. Maintaining and updating the filling index;
- vii. Appraising staff under his/her charge.

**RESPONSIBLE TO:** Assistant Human Resource Management Officer (Grade K)

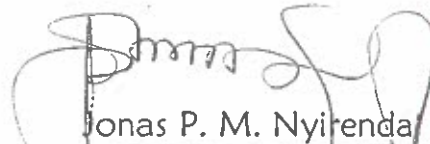
**QUALIFICATIONS :** Applicants should be a serving Clerical Officers (Grade M) with a minimum of four (4) years of working experience at that Grade in the Human Resource Common Service.

## METHOD OF APPLICATION

Applications, with copies of Letter of Conditional Appointment on Probation (PSR 19 Forms), Letter of Confirmation in Appointment (PSR 20 Forms) and applicant's phone number and should be addressed to:

The Secretary,  
Appointment and Disciplinary Committee (ADC),  
Department of Human Resource Management and Development  
P.O. Box 30227,  
**Lilongwe 3.**

To arrive not later than 4<sup>th</sup> October, 2024.



Jonas P. M. Nyirenda

For: **SECRETARY FOR HUMAN RESOURCE  
MANAGEMENT AND DEVELOPMENT**

