

 **19 October 2023**

**VACANCY ANNOUNCEMENT**

**1. COLLEGE REGISTRAR (1 POSITION)**

**Job Title**: College Registrar Grade H

**Reporting to**: College Principal

**Location**: St Luke’s College of Health Sciences, Malosa, Zomba.

**Duration of employment contract**: One-year renewable based on performance and availability of funds

**MAJOR ROLES AND RESPONSIBILITIES OF THE COLLEGE REGISTRAR**

The college Registrar is expected to conduct and support both human resource academic and activities.

**ROLES AND RESPONSIBILITIES**

* Coordinating Staff recruitment process, which involves developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing, and selecting candidates
* Facilitating in implementation of policy issues like working conditions, performance management, disciplinary procedures, grievances, and absenteeism management.
* Interpreting and advising employees on employment/labour laws
* Develop HR planning strategies, which consider immediate and long-term staff requirements.
* Analyzing training needs in collaboration with the Dean of Faculty
* Managing the payroll
* Processing and coordinating students’ admissions into and discharge from the college.
* Conducting registration of new and continuing students.
* Updating student records through appropriate databases (TRAINSMAT) in liaison with the IT Officer and Dean of Faculty.
* Processing and transmitting requests for student information, including student’s school reports and transcripts.
* Fleet management
* Coordinating procurement activities.

**SKILLS**

* Excellent computer knowledge and skills in MS Word, Excel, and PowerPoint.
* Good team building and working.
* Understands research

**REQUIREMENTS**

* Minimum of a basic degree in Human Resource Management, Public Administration, or Health Services Management from a recognized institution.
* Three years of working experience as a College Registrar post-qualification
* Background in Nursing/Midwifery education will be an added advantage.
* Must be a Christian of good standing

**Applications are to be sent to:**

The Principal

St Luke’s College of Health Sciences

P.O. Box 21 Chilema

**Or**

Send email to

admin@stlchs.ac.mw