

LifeNet International aims to improve the quality of care and financial sustainability of health facilities to transform African health care and impact Malawians in a positive way.

In partnership with the Christian Health Association of Malawi, LifeNet International is looking to recruit the following positions for full-time employment:

* a medical trainer
* a management trainer
* a finance and administrative officer
* a driver

**A. Medical Trainer Job Description and Qualifications:**

The medical trainer will carry out training of CHAM health center staff. They will be responsible for on-site training from the LifeNet standard medical curriculum, as well as performing monitoring and evaluation of subjects taught through the trainings. The work will consist of regular visits outside of Lilongwe for work projects and overnight stays outside of Lilongwe required. The medical trainer reports to the Country Director.

 1. Degree in a Medical Health related field (Bachelors or equivalent), and a current registered license with a health-related regulatory body.

 2. A minimum of 2 years of direct experience in patient care

 3. An excellent knowledge of English

 4. Strong knowledge in computer use (Microsoft, Excel)

 5. Willingness to work within and alongside faith-based organizations and to attend weekly devotions.

 6. Ability to work full-time, 5 days per week, (45+ hours per week)

**B. Management Trainer Job Description and Qualifications:**

The management trainer will carry out training of CHAM health center staff. They will be responsible for on-site training from the LifeNet standard management curriculum, as well as performing monitoring and evaluation of subjects taught through the trainings. The work will consist of regular visits outside of Lilongwe for work projects and overnight stays outside of Lilongwe required. The management trainer reports to the Country Director.

 1. Bachelors degree in a related field such as economic, international development, business or finance.

 2. Related business or management experience (Consulting experience, or experience in a health facility would be advantageous).

 3. Working knowledge of financial management principles.

 4. An excellent knowledge of English and strong knowledge in computer use (Microsoft, Excel)

 5. Willingness to work within and alongside faith-based organizations and to attend weekly devotions.

 6. Ability to work full-time, 5 days per week, (45+ hours per week)

**C. Finance and Administrative Officer Job Description and Qualifications:**

The Finance and Administration Officer will provide the LN Team with appropriate finance, human resource and administrative support to effectively implement program activities, as outlined below.

**Finance:**

1. Processing monthly payroll for LN employees
2. Keep financial records and perform financial procedures (e.g, receipts, payments requests, petty cash).
3. Maintain the accounting reporting process, ensuring the accuracy and completeness of ledgers and all supporting documentation and compliance with finance and procurement regulations.
4. Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
5. Ensure agreed reporting dates are maintained according to LN policies.
6. Manage office insurance policies
7. Work alongside the program support officer to ensure adequate budget preparation on a weekly basis and confirm monthly budget estimates and monthly budget reviews.

**Administration:**

1. Support the efficient running of the LN office daily operations.
2. Maintain vehicle maintenance, fuel monitoring, mileage monitoring, and leadership of support team.
3. Assist the Country Director in the adherence to local labour requirements, laws and standards.
4. Assist the Country Director in managing employee misconduct under the guiding principles of LN HR policy.
5. Assist in recruitment drives, job offer letters, and induction of initial employees in line with LN processes.
6. Monitor contract employment status for all LN employees and maintain personnel records.
7. Assist the Country Director and program support officer to ensure all performance reviews are scheduled and adhered to.
8. Disseminate all HR learning resources, manuals and relevant materials to LN employees.

**Qualifications:**

1. Diploma in Business administration. A degree in a related field such as business or finance have an added advantage.
2. Previous accounting, management, and leadership experience.
3. An excellent knowledge of English and strong knowledge in computer use (Microsoft, Excel)
4. Willingness to work within and alongside faith-based organizations and to attend weekly devotions.
5. Ability to work full-time, 5 days per week, (45+ hours per week)

**D. Driver- Job Description and Qualifications:**

This job requires punctuality, thoughtfulness, and a safety-first mentality. The work will consist of regular visits throughout Lilongwe as well as taking LifeNet team members outside of Lilongwe for work projects. The job will require regular overnight stays outside of Lilongwe.

In addition to driving duties, responsibilities will include collecting data at health centers and assisting and working with the LifeNet Malawi Country Director as required.

1. A perfect driving record and active driver’s permit
2. Driver must have a high level of experience driving around Lilongwe and around Malawi and know different routes

 2. An excellent knowledge of English

 3. Basic knowledge in computer use

 4. Willingness to work within and alongside faith-based organizations

**Compensation and Benefits for All Positions:**

 1. Competitive salary, including health coverage.

 2. Food and accommodation will be provided during visits outside Lilongwe.

**Submitting Applications to LifeNet International**

Your application must consist of a cover letter and a CV with at least two references and copies of relevant certificates. Please note in your email which position you are applying for.

Please submit all applications via email to LNMalawiHR@LNinternational.org by **January 17, 2020**.