



Benga, Nkhonkhotakota District – Benga Parish, Archdiocese of Lilongwe
Owned by the Missionary Community of St. Paul the Apostle (MCSPA)

VACANCY ANNOUNCEMENT

Position: School Administration and Communication Officer

St. Joseph Integrated Secondary School (SJISS) is a Catholic boarding secondary school situated in Benga, Nkhonkhotakota District, within the Archdiocese of Lilongwe. The school is owned and managed by the Missionary Community of St. Paul the Apostle (MCSPA) and is committed to forming young people in faith, character, and academic excellence and guided by its five pillars.

The school invites applications from suitably qualified, mature, and self-motivated persons to fill the position of School Administration and Communication Officer. Given the nature of the role, which includes weekend formation sessions for our female students, mature female candidates are strongly encouraged to apply.

KEY DUTIES AND RESPONSIBILITIES

- Manage the school's front office: receiving visitors, handling telephone calls, and attending to enquiries from parents, guardians, and the general public in a warm and professional manner.
- Handle all official school correspondence, filing, and record keeping, including student records, staff files, and institutional documents, with strict confidentiality.
- Prepare letters, reports, minutes, circulars, and other documents as directed by the Director and the School Manager.
- Coordinate the school's internal and external communication, including newsletters, notices, event announcements, and updates to partners and well-wishers.
- Support the administration of admissions, school fees records, and communication with parents on official school matters.
- Assist in organising school events, meetings of the PTA and visits by guests and partners.
- **Facilitate weekend formation sessions for female students under the school's womanhood and women of character formation programme (Umunthu wa Mkazi), serving as a mentor and role model to the girls.**
- Uphold and promote the Catholic ethos, child safeguarding policy, and code of conduct of the school in all duties.
- Perform any other duties as may be assigned by the Director or the School Manager.

QUALIFICATIONS AND ATTRIBUTES

- A Diploma or Bachelor's Degree in Business Administration, Public Administration, Communications, Education, or a related field from a recognised institution.
- At least three (3) years of relevant working experience, preferably in a school or similar institution.
- Excellent computer literacy (Microsoft Word, Excel, PowerPoint, email, and social media).
- Strong written and spoken communication skills in both English and Chichewa.
- A mature person of proven integrity and good moral standing; preference will be given to a mature lady able to mentor and teach female students during weekend formation sessions.
- A committed person who embraces the Catholic identity and values of the school.
- Ability to work independently, keep confidentiality, and relate well with students, staff, parents, and visitors.
- Willingness to reside in or near Benga and to be available for weekend formation duties.

TERMS OF EMPLOYMENT

The successful candidate will be offered a contract in accordance with the employment policies of St. Joseph Integrated Secondary School. Remuneration will be commensurate with qualifications and experience. The appointment is subject to satisfactory references and safeguarding vetting, as the position involves regular contact with students.

HOW TO APPLY

Interested candidates should submit an application letter together with a detailed Curriculum Vitae, copies of relevant certificates, and the names and contacts of three traceable referees, one of whom should be a religious or community leader. Applications should be addressed to:

The Director

St. Joseph Integrated Secondary School

Benga, Nkhotakota District

Email: [stjosephsecondary.benga@mcspace.org]

Applications may be submitted by email or delivered by hand to the school office in Benga.

Closing date: [31st August 2026]. Only shortlisted candidates will be contacted for interviews.

St. Joseph Integrated Secondary School is committed to the safeguarding and protection of children. All appointments are subject to background checks and adherence to the school's Child Safeguarding Policy.

Fr. Steven Jerry Ochieng, MCSPA

Director – St. Joseph Integrated Secondary School