

**College of Medicine**

**Sports Complex**

1. **STAFF VACANCIES (20)**

College of Medicine Sports Complex, a High Performance Center (HPC), and a member of Association of Sports Performance Centers (ASPC) is recruiting for the following services:

1. **Procurement Officer (1)**: Responsible for purchases and LPO generation

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| **Job Title**: Procurement Officer | **Reports to:** Finance Manager/Accountant | **Education and Qualifications:** Diploma in Purchasing and Supply |
| **Experience:** 2 Year | **Competence:** | **Skills:** |

**Job Summary (Essential Functions)**

* Support Finance Manager in the development and implementation of innovative and sustainable procurement guidelines, procedures and policy
* Gain economic savings and increased service levels from suppliers
* Successful negotiation with new and existing suppliers resulting in economic savings and increased service levels, and report on these achievements on an annual basis
* Provide excellent customer service and ensuring that a professional manner is maintained with customers at all times
* Developing and maintaining close working relationships with internal and external contacts as appropriate
* Getting quotations from the suppliers
* Ensure purchases are properly approved

1. **Stores Officer (1)**: Receiving and Issuing Stocks in accordance with laid down procedures

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| **Job Title**: Stores Officer | **Reports to:** Accountant/Finance Manager | **Education and Qualifications:** Diploma in Purchasing and Supply |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

**Job Summary (Essential Functions)**

* Receive goods and accurately recording in the bin card and Goods Received Note
* Check inventory records for accuracy
* Keep records of items shipped, received, or transferred to another location
* Find, sort, or move goods between different parts of the business
* Compile reports on various aspects of changes in production or inventory
* Prepare monthly stock take reports showing opening balances, receipts, issues and closing balances.

1. **Fitness Performance Trainers (2)**: Fitness and wellness training of members

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| **Job Title**: Fitness Performance Trainer | **Reports to:** Sports Administrator | **Education and Qualifications:** MSCE |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

 Identify the clients’ fitness level and health

 Oversee completion of exercise routines

 Track clients’ physical progress

 Modify exercise plans based on needs, potential injuries or health issues

 Conduct individual and group fitness training sessions

 Adopt a holistic training approach (e.g. cardiovascular exercise, strength)

 Oversee the use of fitness equipment to ensure clients exercise properly and safely

 Handle nutrition and health-related questions

 Refer to and promote fitness packages and plans

 Carry out First Aid and CPR if needed

1. **Human Resource and Administration Officer (1)**: Recruitment and employee development; General administration and property management

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| **Job Title**: Human Resource and Administration Officer | **Reports to:** General Manager | **Education and Qualifications:** AdvancedDiploma in Human Resource or Business Management |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

 Maintaining physical and digital personnel records like employment contracts and PTO requests

 Update internal databases with new hire information

 Create and distribute guidelines and FAQ documents about company policies

 Gather payroll data like bank accounts and working days

 Publish and remove job ads

 Schedule job interviews and contact candidates as needed

 Prepare reports and presentations on HR-related metrics like total number of hires by department

 Develop training and onboarding material

 Respond to employees’ questions about benefits (for example, number of vacation days they’re eligible for)

1. **Drivers (2)**: Driving company vehicles professionally

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| **Job Title**: Driver | **Reports to:** Human Reource And Admin Assistant | **Education and Qualifications:** MSCE |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

Practice safe driving habits

Follow all state and national safety regulations and standards

Accurately follow routes, maps, and directions

Open vehicle doors and assist passengers

Load cargo and baggage

Keep exterior of vehicle clean and presentable

Maintain vehicle equipment; replace oil, fill gas tank, perform general motor vehicle maintenance as needed for safety

Clean windows, windshields, and mirrors as needed

Keep interior of vehicle clean of debris and clutter

Load and unload vehicle

Complete documentation such as logs, mileage, or cargo and passenger reports

Follow schedules and rerouting in a timely manner when faced with traffic or congestion

1. **Hygiene Staff (4)**: Ensure the premises are clean at all times
2. **Chefs and Waiters (6)**: Provide catering services

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| **Job Title**: Chef/Waiter | **Reports to:** Catering Manager | **Education and Qualifications:** Diploma in Hotel Management |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

 Plan and direct food preparation and culinary activities

 Modify menus or create new ones that meet quality standards

 Estimate food requirements and food/labor costs

 Arrange for equipment purchases and repairs

 Rectify arising problems or complaints

 Give prepared plates the “final touch”

 Perform administrative duties

 Comply with nutrition and sanitation regulations and safety standards

 Keep time and payroll records

 Maintain a positive and professional approach with coworkers and customers

1. **Bartenders (2):** Operating the Breezer Bar

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| **Job Title**: Bartender | **Reports to:** Catering Manager | **Education and Qualifications:** Diploma in Purchasing and Supply |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

 Prepare alcohol or non-alcohol beverages for bar and restaurant patrons

 Interact with customers, take orders and serve snacks and drinks

 Assess customers’ needs and preferences and make recommendations

 Mix ingredients to prepare cocktails

 Plan and present bar menu

 Check customers’ identification and confirm it meets legal drinking age

 Restock and replenish bar inventory and supplies

 Stay guest focused and nurture an excellent guest experience

 Comply with all food and beverage regulations

1. **Receptionists/Cashier/Events Officers (3):** Taking bookings

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| **Job Title**: Receptionist/Event Officer | **Reports to: Sales and Marketing Executive** | **Education and Qualifications:** Diploma in Business Management |
| **Experience:** 3 Years | **Competence:** | **Skills:** |

* Serves visitors by greeting, welcoming, and directing them appropriately.
* Notifies company personnel of visitor arrival.
* Maintains security and telecommunications system.
* Informs visitors by answering or referring inquiries.
* Directs visitors by maintaining employee and department directories.
* Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
* Operates telecommunication system by following manufacturer’s instructions for house phone and console operation.
* Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
* Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
* Contributes to team effort by accomplishing related results as needed.

1. **INVITATION TO TENDERS**

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| **LOT NO** | **Description** | **Tender Number** | **Duration** | **Delivery** |
| 1 | Food Items | COMSC/2020/001 | 12 Months | Sports Complex |
| 2 | Stationery | COMSC/2020/002 | 12 Months | Sports Complex |
| 3 | Electrical Maintenance | COMSC/2020/003 | 12 Monts | Sports Complex |
| 4 | Beverages | COMSC/2020/004 | 12 months | Sports Complex |
| 5 | Property Maintenance | COMSC/2020/005 | 12 Months | Sports Complex |
| 6 | Car Hire and Taxi Services | COMSC/2020/006 | 12 Months | Sports Complex |

**For more details visit** [**www.medcol.mw/sports-complex**](http://www.medcol.mw/sports-complex)

**Application Method**

Applications with detailed CV and copies of certificates should be addressed to **The General Manager, College of Medicine Sports Complex, P O Box 30184, Chichiri, Blantyre 3 or** [**ungwira@medcol.mw**](mailto:ungwira@medcol.mw) **CC** [**gchitunga@medcol.mw**](mailto:gchitunga@medcol.mw) **.** Only shortlisted applicants will be acknowledged. Closing date for receipt of applications is 23 October 2020