



Public Service  
Pension Trust Fund

## VACANCIES ANNOUNCEMENT

Public Service Pension Trust Fund (PSPTF) is an Institution that was established in compliance with the Pension Act (CAP 55:02) to oversee the administration of the Public Service Contributory Pension Scheme. The Fund is now inviting applications from suitably qualified Malawians to fill the following vacant positions that exist at the Secretariat Office. The successful candidates shall be appointed on contracts renewable every 3 years upon successful performance.

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<b>1. Job Title</b>	<b>: Executive Assistant</b>
<b>Grade</b>	<b>: PTF6</b>
<b>Division</b>	<b>: HR and Administration</b>
<b>Location</b>	<b>: Secretariat/ Lilongwe</b>
<b>Reporting to</b>	<b>: HR and Administration Officer</b>
<b>Direct Supervisees</b>	<b>: None</b>

### ***PURPOSE OF THE JOB***

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To provide efficient administrative support services to the Principal Officer and Fund Management Team while maintaining the highest level of confidentiality regarding all issues handled.

## **KEY DUTIES AND RESPONSIBILITIES**

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1. Keeping and maintaining diaries and appointments of the Principal Officer and divisional managers.
2. Arrange and coordinate meetings for the Principal Officer.
3. Prepare reports, presentation and memos for the PO when required.
4. Maintain and manage in and out trays for the Principal Officer.
5. Taking Minutes during Internal meetings where the Principal Officer is in attendance where necessary.
6. Organize, coordinate, and provide logistic support for meetings, field trips, trainings, and workshops (including preparation of meeting and workshop materials where necessary), onsite and off-site for the Principal Officer.
7. Manage and coordinate travel arrangements for the Principal Officer.
8. Provide administrative assistance during office meetings where needed.
9. Maintain soft and hardcopy files for the Principal Officer.
10. Track weekly tasks of the Principal Officer, sending reminders where necessary.
11. Perform or assume other duties as assigned to ensure the smooth functioning of the office and the achievement of the Pension Fund goals.

## **PERSON SPECIFICATIONS**

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### **Qualifications and Experience**

- Advanced Diploma in Administrative studies or related qualifications.
- At least 5 years' work experience as an Executive Assistant or similar position in a reputable financial institution

## Knowledge, Skills and Abilities

- Proper and effective administration skills
- Ability to manage multiple tasks, maintain files, and keep track of schedules and deadlines efficiently.
- Clear and professional communication, both written and verbal, to interact with colleagues, clients, and stakeholders.
- Precision in handling data, scheduling, and completing tasks to avoid errors and ensure accuracy.
- Capability to prioritize tasks and manage time effectively to meet deadlines and handle a variety of responsibilities.
- Ability to identify issues, think critically, and develop solutions to challenges that arise.
- Building positive relationships with colleagues, clients, and visitors, and working well in a team environment.
- Proactive in anticipating needs, taking on tasks without always being directed, and suggesting improvements.

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<b>2. Job Title</b>	<b>: Office Assistant</b>
<b>Grade</b>	<b>: PTF 8</b>
<b>Division</b>	<b>: HR and Administration</b>
<b>Location</b>	<b>: Secretariat / Lilongwe</b>
<b>Reporting to</b>	<b>: HR and Administration Officer</b>
<b>Direct Supervisees</b>	<b>: None</b>

## *PURPOSE OF THE JOB*

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To provide administrative and clerical support to ensure efficient operation of the Fund.

## *KEY DUTIES AND RESPONSIBILITIES*

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1. Manning the reception, ensuring visitors are welcome and assisted by relevant officers accordingly.

2. Delivering files and letters within the Fund's offices to facilitate smooth workflow.
3. Collecting and delivering mails and documents to relevant departments of the Fund.
4. Opening, maintaining, closing and archiving files.
5. Recording letters in the inward and outward registers.
6. Moving files and other official documents to respective officers and registry.
7. Keeping safe custody of office property and reporting any breakage of office facilities for appropriate maintenance action.
8. Photocopying documents and letters and distributing to respective officers/offices.
9. Assisting with logistics of meetings, workshops and seminars.
10. Disbursing and collecting letters and parcels to and from various offices outside the Fund's premises.
11. Ensuring offices and other facilities in the surroundings are clean.
12. Any other duties as assigned from time to time.

## **PERSON SPECIFICATIONS**

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### **Qualifications and Experience**

- MSCE with good track record
- At least three (3) years' work experience in related role

### **Knowledge, Skills and Abilities**

- Ability to work in team environment.
- A friendly demeanour and willingness to assist clients or visitors.
- Understanding the importance of handling sensitive information discreetly.
- Time management.
- Familiarity with use of computer.
- Ability to follow oral and written instructions.
- Good organizational skills.

## Method of application

Interested candidates should submit their application letter attaching a detailed CV and copies of certificates to [vacancies@psptf.mw](mailto:vacancies@psptf.mw) and should be addressed to:

The Principal Officer

Public Service Pension Trust Fund

P.O. Box 30146

Lilongwe

Closing date for receiving applications is on Sunday, 10<sup>th</sup> November 2024.

Please note that only applications received through vacancies@psptf.mw will be considered.