

KAMUZU



ACADEMY

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Kamuzu Academy is inviting applications from suitably qualified and experienced candidates to fill various available positions.

About Kamuzu Academy

Kamuzu Academy is a selective, co-educational boarding school for students aged 11 to 18 years, following the Cambridge International Examinations (CIE) curriculum. Located on a beautiful, purpose-built campus approximately 25 hours north of Malawi's capital city, Lilongwe, the Academy offers exceptional academic, recreational, and sporting facilities.

We are a well-resourced international school with a long-standing reputation for academic excellence. At Kamuzu Academy, we place each student's success at the heart of our mission. With our dedicated team of teachers, motivated students, and supportive community, the Academy provides a rewarding and inspiring environment in which to teach and learn.

Kamuzu Academy is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. Our Safeguarding and Child Protection Policy can be accessed from the Academy's website.

Estate Management Officer

Job Summary

The Estate Management Officer is responsible for the effective planning, coordination, and management of Kamuzu Academy's physical infrastructure and estate services. The role ensures a safe, functional, clean, and conducive environment for staff, students, and visitors by overseeing maintenance, security, housekeeping, landscaping, waste management, and outsourced services.

The EMO works closely with the Bursar and other support functions to ensure efficient use of resources, compliance with institutional standards, and sustainability of infrastructure assets.

Key Responsibilities

- Coordinate and supervise all estate-related functions of the academy.
- Manage contracts for outsourced estate and facilities management services.
- Develop terms of reference (TORs), service level agreements (SLAs), and performance indicators for service providers.
- Monitor contractor performance and recommend corrective actions where necessary.
- Work closely with the Financial Controller to plan, prioritize, and implement estate-related activities.
- Prepare and submit monthly and ad-hoc reports on estate operations, infrastructure status, and maintenance activities.
- Supervise day-to-day operations of maintenance, housekeeping, landscaping and related teams.
- Manage staff deployment, schedules, leave planning, and duty rosters.
- Oversee space utilization, room bookings, and facility usage to ensure optimal efficiency.
- Supervise all maintenance, repair, and renovation works for buildings, utilities, and surrounding grounds.

- Ensure timely response to maintenance requests and emergencies.
- Assess, inspect, and certify completed works to ensure quality, safety, and compliance with specifications.
- Prepare Bills of Quantities (BoQs) for estate development, renovations, and maintenance projects.
- Maintain accurate records and a comprehensive infrastructure and asset database for the academy.
- Ensure compliance with health, safety, environmental, and statutory regulations.
- Promote a safe working and learning environment across the institution.
- Participate in risk assessments and implement preventive maintenance programs.

Qualifications and Experience

- Bachelor's degree in Estate Management, Facilities Management, Civil Engineering Construction Management, Quantity Surveying or a related field
- Professional certification in estate or facilities management is an added advantage.
- Minimum of 5 years' relevant experience in estate or facilities management.
- Proven experience in supervising maintenance teams and managing outsourced service providers.
- Experience in budgeting, project coordination, and infrastructure maintenance.
- Strong leadership, communication, and problem-solving skills
- Computer literacy and familiarity with asset management systems

LANDSCAPE OFFICER

Job Summary

The successful candidate will help plan, coordinate, supervise and ensure the effective maintenance and development of all landscaped areas including gardens, lawns, sports pitches, golf course area, flower beds and nursery operations. The candidate will ensure that all landscaped areas are well taken care of to maintain greenery status.

Key Responsibilities

- Ensure all gardeners and ground workers report on duty on time and adhere to official knocking-off times.
- Prepare and issue daily work targets and delegate tasks to landscape supervisors and ground workers.
- Monitor attendance and immediately report absenteeism to Human Resources Manager.
- Carry out periodic inspections and monitoring of staff in all work areas to avoid unnecessary movements and ensure productivity.
- Ensure proper discipline, teamwork and professional conduct among staff.
- Oversee maintenance of flower bed and lawns to maintain greenery status free from weeds.
- Supervise propagation of different varieties of flowers and ornamental plants.
- Ensure nursery plants are well watered, healthy and pest-free.
- Maintain strict cleanliness in the nursery to prevent disease contamination.
- Develop and manage nursery production plans to support landscape requirements.
- Prepare and submit daily, weekly and monthly progress reports.
- Keep proper documentation of nursery stocks, chemicals, fertilizers and tools.
- Ensure all tools, machinery and chemicals are used safely and correctly.
- Designing new landscape projects and improvement plans.

Qualifications and experience:

- Certificate or Diploma in Landscape Management, Horticulture, Environmental Manager or Administration
- Minimum of 3–5 years' practical experience in landscaping, nursery management or grounds maintenance, with at least 2 years in a supervisory role.
- Proficiency in Microsoft Office applications.

- Strong analytical, organisational, and problem solving skills.
- Proven ability to manage and prioritise multiple tasks and meet strict deadlines.
- Demonstrated experience in supervising and leading a team

CLUB SUPERVISOR

Job Summary

The Club Supervisor will oversee the day-to-day operations of the Senior Staff Club while also actively participating in service delivery. The role requires strong leadership, professionalism and a respectful approach towards staff, members, and guests.

Key Responsibilities

- Supervise and coordinate daily operations of the Senior Staff Club
- Serve as a bartender when required, including preparation and serving of beverages
- Ensure excellent customer service and a welcoming atmosphere for senior staff and guests
- Treat all staff, members, and visitors with respect, fairness, and professionalism at all times
- Supervise, guide, and motivate club staff, including duty rosters and performance management
- Maintain discipline and promote teamwork and mutual respect among staff
- Oversee stock control, ordering, storage, and reconciliation of bar and club supplies
- Ensure compliance with health, safety, and institutional policies
- Attend to member complaints and resolve issues promptly and professionally
- Ensure cleanliness, order, and proper maintenance of club facilities
- Assist in organizing club activities and special events

Qualifications and experience

- Minimum of a Diploma in Hospitality Management, Business Administration, or a related field
- At least 3–5 years' experience in hospitality or club operations, including bartending and supervision
- Strong leadership, communication, and interpersonal skills
- Proven ability to work hands-on while supervising staff
- Good financial and record-keeping skills
- High level of integrity, maturity, and respect for others
- Ability to work flexible hours, including evenings and weekends
- Strong organizational and problem solving skills

CHEF

Job Summary

The successful candidate will be expected to prepare nutritious, balanced, and hygienic meals for Students, staff members and guests within Kamuzu Academy. He/she will play a key role in promoting health, wellbeing, and positive eating habits.

Key Responsibilities

- Prepare and cook healthy, well-balanced meals for students, staff and guests.
- Plan weekly menus that meet nutritional needs and age-appropriate dietary requirements
- Ensure high standards of cleanliness, hygiene, and food safety in the kitchen
- Manage food storage, portion control, and waste reduction
- Accommodate special dietary needs and allergies where required
- Maintain kitchen equipment and report any maintenance needs
- Work closely with management to ensure timely meal service

Qualifications and experience

- Certificate or diploma in hotel and catering
- Training in catering food preparation, or hospitality
- Proven experience as a chef or cook especially in a school setting or institutions is required
- Ability to prepare meals in large quantities
- Understanding of food hygiene and safety standards
- Physically fit and able to work in a kitchen environment
- Honest, reliable, and passionate about cooking for children

How to Apply:

Interested candidates should submit a cover letter outlining their suitability for their suitable role, a detailed Curriculum Vitae with Contact details of at least three professional referees and a completed Kamuzu Academy application form which can be obtained from www.kamuzuacademy.com/public/vacancy

Applications should be sent via email to hrm@ka.ac.mw, clearly indicating suitable position in the subject line, no later than 6th February 2026.

Kamuzu Academy is an equal opportunity employer. We thank all applicants for their interest; however, only shortlisted candidates will be contacted. Further information about Kamuzu Academy can be found on our website: www.kamuzuacademy.com