

KAMUZU ACADEMY



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VACANCY ADVERTISEMENT

Kamuzu Academy is inviting suitably qualified and experienced individuals to apply for the position of Human Resources Manager, who will be responsible for leading and scaling our people operations. The successful candidate will be the main point of contact for all matters relating to employees, from talent acquisition and performance management to compliance, culture-building and strategic planning. The role involves balancing hands-on HR tasks with high-level partnership work with the leadership team.

Key responsibilities:

- Develop and implement HR strategies aligned with business goals.
- Manage full-cycle recruitment, onboarding and talent retention.
- Oversee employee relations, conflict resolution and engagement initiatives.
- Ensure legal compliance with labour laws and company policies.
- Lead performance review processes and professional development programs.
- Administer compensation, benefits and payroll coordination.
- Promote a positive, diverse and inclusive workplace culture.
- Maintain HR metrics and provide data-driven insights to leadership.

Qualifications:

- Bachelor's degree in HR, Business Administration or a related field (Master's degree/HR certification).
- 5+ years of progressive HR experience, with at least 2 years in a managerial role.
- Strong knowledge of employment laws and HR best practices.
- Proven ability to handle sensitive matters with discretion and professionalism.
- Excellent communication, problem-solving and leadership skills.
- Proficiency in HRIS platforms and Google/Microsoft suites.

How to apply:

Send your CV and a cover letter to headmaster@ka.ac.mw by 12 May 2026.