



Passion Center for Children (PCC) is a Christian NGO based in Zomba. Founded in 2005, PCC's mission is to join God in rescuing, redeeming, and restoring orphans, vulnerable children and their communities. PCC is a charity and development ministry of Mulunguzi Community Church (MCC). The organization is currently implementing various programs including child care and protection, education, community health, sustainment, and a Champions Club which supports children with special needs or 'champs' and their families.

PCC invites applications from suitably qualified persons to fulfill the following vacant position:

GUEST HOUSE ASSISTANT (MALAWI)

Job Summary

Reporting to the Guest House Manager, the Guest House Assistant shall be responsible for general hospitality management and smooth operations of Pa Mthunzi Guest House to ensure an excellent level of hospitality for all guests at all times.

Specific Responsibilities

- Provide a welcoming environment for guests at all times.
- Perform front desk and related administrative functions including maintaining updated records of bookings.
- Dealing with guest inquiries and problems in a timely and professional manner.
- Lead in all housekeeping duties including cleaning of guestrooms and grounds.
- Lead kitchen staff in preparing and serving quality meals to guests and ensure high hygiene standards are adhered to.
- Lead in the operation of storerooms including ordering and receiving of stock.
- Supervise guest house staff and ensure maximum productivity.
- Keep inventory of guesthouse property and ensure that equipment and facilities are well maintained.
- Carry out any duties assigned from time to time.

Attributes and Competencies

- A mature Christian with exemplary Christian character.
- Excellent verbal and written communication skills.
- Neat, friendly, and well-groomed.
- Energetic and well organized.
- Quality orientation with attention to detail.
- Good time management.
- A team player, creative, and takes initiative.
- Willingness to work during odd hours, weekends, and public holidays if and when required.

Qualifications and Experience

- Diploma in Hospitality Management or related field from an accredited institution.
- At least two (2) years of experience in a similar position.
- Those with a driver's license will have an added advantage.

Mode of Application

If you are interested in any of the positions and you meet the above requirements, please send your Curriculum Vitae (CV) and well-written cover letter including names and contact details of three traceable referees, one of whom should be your pastor, to:

Executive Director

Passion Center for Children

P. O. Box 1435

Zomba.

Email: *smateyu@passioncenterforchildren.org*

Closing date for receiving applications is **Wednesday, 30th June 2021**

Only shortlisted applicants will be acknowledged.