

NORTH MALAWI CONFERENCE OF SEVENTH-DAY ADVENTIST CHURCH

VACANCY ANNOUNCEMENT.

POSITION: PRINCIPAL – Lunjika Seventh-Day Adventist Secondary School

The North Malawi Conference (NMC) of the Seventh-day Adventist Church invites applications from suitably qualified, experienced, and committed Seventh-day Adventist professionals to fill the position of Principal at Lunjika Seventh-day Adventist Secondary School.

The successful candidate will provide visionary, spiritual, academic, and administrative leadership in harmony with the philosophy and mission of Seventh-day Adventist education while promoting excellence in teaching, learning, and character development.

Key Responsibilities

The Principal shall:

1. Provide spiritual, academic, and administrative leadership to the school in accordance with the educational philosophy of the Seventh-day Adventist Church.
2. Ensure effective implementation of the Malawi secondary school curriculum and compliance with Ministry of Education requirements.
3. Promote high standards of academic achievement, discipline, and holistic learner development.
4. Supervise, mentor, and evaluate teaching and non-teaching staff.
5. Manage the school's financial, physical, and human resources efficiently and transparently.
6. Develop and implement strategic plans for the growth and sustainability of the school.
7. Foster strong partnerships with parents, the local community, education authorities, and the Seventh-day Adventist Church.
8. Ensure compliance with the policies of the North Malawi Conference and the Seventh-day Adventist Church regarding Adventist education.

Minimum Qualifications and Experience

Applicants must:

1. Be a baptized member in regular standing with the Seventh-day Adventist Church.
2. Hold a Bachelor's Degree in Education or an equivalent qualification from a recognized institution. A Master's Degree in Educational Leadership,



Educational Management, or a related field will be an added advantage.

3. Be registered with the Teachers Council of Malawi (TCM).
4. Have at least five (5) years of teaching experience, including a minimum of three (3) years in a school leadership or management position.
5. Demonstrate sound knowledge of educational administration, financial management, and strategic leadership.
6. Possess excellent communication, interpersonal, and organizational skills.
7. Be of high moral integrity and committed to the mission and values of Adventist education.

Terms of Appointment

The successful candidate will be appointed on terms and conditions determined by the North Malawi Conference in accordance with the policies of the Seventh-day Adventist Church on contract basis, renewable upon satisfactory performance.

Application Procedure

Interested candidates should submit:

1. A signed application letter.
2. A recent and detailed Curriculum Vitae (CV).
3. Certified copies of academic and professional certificates.
4. A copy of a valid Teachers Council of Malawi registration certificate.
5. A copy of the National Identity Card.
6. Three (3) recent, traceable referees, including:
 - i. The applicant's local Church Pastor.
 - ii. One professional referee familiar with the applicant's leadership and teaching experience.

Applications should be addressed to:

The Executive Secretary
North Malawi Conference of Seventh-day Adventist Church
P.O. Box 370
Mzuzu, Malawi.
Or email: ndimbwav@nm.adventist.org, nguluwea@nm.adventist.org,
ngwiran@nm.adventist.org

Closing Date: 03rd September, 2026

Only shortlisted candidates will be contacted for interviews.
The North Malawi Conference of Seventh-day Adventist church is committed to providing quality, Christ-centred education.

