



8th November, 2025

VACANCY HUMAN RESOURCES MANAGER



Blantyre Sports Club is seeking to appoint a dynamic Human Resources and Administration Manager to spearhead and coordinate the delivery of strategic HR and administration services. The role will ensure rigorous compliance with labor legislation, institutional policies, and procedures while championing a people-centric culture that underpins business performance and sustainable growth.

KEY RESPONSIBILITIES

- Lead and manage the Employee Relations function, ensuring equitable and consistent application of policies and procedures.
- Drive the talent acquisition and resourcing strategy to attract, develop, and retain high-caliber personnel.
- Champion employee engagement initiatives and cultivate a collaborative, high-performance culture.
- Oversee policy compliance, records management and HR administrative functions in alignment with industry best practices.
- Coordinate and facilitate Learning & Development programs designed to build organizational capabilities and support robust succession planning.
- Promote, implement, and monitor Health, Safety and Wellness programs in compliance with company policy and statutory regulations.
- Provide leadership, coaching and professional development to the HR team to optimize service delivery at the club.

QUALIFICATIONS, EXPERIENCE & SKILLS

- A Bachelor's degree in Human Resource Management, Industrial Relations, Business Administration, or a related field.
- Minimum of five (5) years of progressive experience in an HR generalist or business partner capacity.
- Demonstrated experience operating within a labor-intensive, unionized environment is a distinct advantage.
- Strong financial acumen with proven ability to manage and optimize HR and administration budget.

Where strangers become friends and family

🌐 www.btsportsclub.com
✉ front-office@blantyresportsclub.com
☎ Hotline: 0886 706 429



- Track record of successfully executing end-to-end recruitment campaigns.
- Comprehensive knowledge of Malawi Labor Legislation, HR policies, systems, and procedural frameworks.
- Exceptional leadership, conflict resolution, and interpersonal abilities.
- Superior written and verbal communication skills.
- Proven capability in delivering strategic objectives, driving organizational change, and fostering effective teamwork.
- Meticulous attention to detail, unwavering integrity, and advanced proficiency in relevant computer applications.
- General Office Management
- Travel Coordination
- Pool Vehicle Management
- Administration Budgeting
- General office procurements
- Insurance Management

WHY JOIN BLANTYRE SPORTS CLUB?

At Blantyre Sports Club, we are dedicated to fostering a diverse, innovative, and continuously improving workplace. You will become an integral member of a forward-thinking team committed to cultivating a safe, compliant, and engaging environment where employees and the business can thrive.

APPLICATION PROCESS

Qualified candidates who meet the above criteria are invited to submit their application letter, a detailed Curriculum Vitae and the names of three traceable referees to:

The General Manager
Blantyre Sports Club
P.O. Box 245
BLANTYRE

Email: fm@blantyresportsclub.com

Closing Date: 28th November, 2025

Please note that only shortlisted candidates will be contacted.

Where strangers become friends and family

🌐 www.btsportsclub.com
✉ front-office@blantyresportsclub.com
☎ Hotline: 0886 706 429