

CAREERS CONSULTING LTD

COMPANY PROFILE



2026

Home-Grown HR Solution Provider

ABOUT US

Careers Consulting Limited (CareersMW) is a professional HR firm providing specialist and quality HR service to clients in Malawi and beyond.

Founded in 2016, we provide HR support and advisory services to startups; local and foreign businesses and organisations setting up and operating in Malawi.

We assist with the recruitment of staff and our experience within the Malawi labour market gives us unique insights.

We have highly qualified staff who are capable of rendering an outstanding service. Our pool of ad hoc consultants is unmatched.

Careers Consulting Limited
Company registration number : COY-BQFV92
Taxpayer Number : 70555548
VAT Number : 70555548

Location: First Floor, Accord House (above Cashbuild) Area 4
P.O. Box x246, Lilongwe, Malawi

VISION

"To be a leading HR partner, driving growth, productivity, and a thriving workplace culture through innovative workforce solutions in Malawi and beyond."

MISSION

01

Empowering Businesses:
Delivering tailored HR
solutions for efficiency
and growth.

02

Innovating HR: Using modern
tools to optimize talent and
productivity.

03

Fostering Excellence:
Building engaged,
thriving workplace
cultures.

04

Expanding Impact:
Driving sustainable
HR strategies
beyond Malawi.



OUR KEY FACTORS



01 Infrastructure

Up-to-date technologies to ensure our clients get the support they need within the time they need with the efficiency they deserve

02 Talent

Highly qualified and experienced staff, well conversant with the Malawi labour landscape

03 Operational Methods

We utilize localised global solutions to HR service provision, ensuring compliance with local and international HR practice

04 Resource Allocation

We invest in proven interventions ensuring continued growth and dependability



PRODUCT OVERVIEW

We have a range of services within the HR spectrum, ensuring your every need is taken care of.

Technology Adoption

Since 2016 we have continuously adopted and championed the utilization of technologies in HR related functions. We have cultivated trust in the online recruitment landscape in Malawi.

Increasing Portfolio

Our service and client portfolio has increased over the years. We have partnered with local private, public and NGO clients ensuring they get the staff and HR systems they need to thrive. We have facilitated the set up of international client operations in Malawi, ensuring their HR needs are well taken care of as they navigate the Malawi business landscape.

Utilising modern and innovative tools, we have ensured our clients timely hire the best on the market.

Subsequent pages provide details of our service range.



JOBS PORTAL

Jobs Portal

We manage and run Malawi's premier jobs portal careersmw.com

Over the past 8 years, we have earned the trust of both the job seeking and job advertising entities in Malawi and beyond.

Why embrace online job advertisement?

- Wider Reach – Online ads can target a global audience
- Cost-Effectiveness – Cheaper than print in all aspects. Errors and updates do not come with an extra cost.
- Faster Publishing – Postings go live instantly, thus very ideal in cases of short turnaround times. Recruiter is able to receive instant responses.
- Interactivity & Engagement – Allow applicants to easily apply online using links.
- Performance Tracking – Online platforms provide analytics on views, clicks, and applications, helping recruiters measure effectiveness.
- Eco-Friendly – Reduces paper usage, making it a more sustainable option.

Our Offering

We provide annual subscriptions as well as pay-as-you-go options for advertisement to our clients. As at April 2025, the following fees apply:

More details on our offer is available on this link:
[**careersmw.com/pricing**](https://careersmw.com/pricing)

Our Clients

- | | |
|---|---|
| <ul style="list-style-type: none"> • Illovo Sugar (Malawi) plc • Médecins Sans Frontières (MSF) • British Council (Za Ntchito Project) • Workforce Recruitment Services • Baylor College of Medicine • Mzuzu University • Malawi School of Government (MSG) • Family Health Services (FHS) • Banja La Mtsogolo (BLM) • BESPAT Enterprise • Habitat for Humanity Malawi (HFHM) • Malawi AIDS Counselling and Resource Organisation (MACRO) • Self Help Africa | <ul style="list-style-type: none"> • Lotus (Africa) Limited • ActionAid • Civil Society Education Coalition (CSEC) • Population Services International • Farm Radio Trust • World University Service of Canada (WUSC) Malawi • UbuntuNet Alliance • Islamic Relief Malawi • Assemblies of God Care (AG Care) • CADECOM of Lilongwe Diocese • Daeyang Luke University |
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RECRUITMENT

We provide a wide-range of services pertaining to recruitment on behalf of our clients. These may include the entire process or part of it. We have worked with leading companies with their hiring needs.

Sourcing, screening and placement

We have worked with leading organizations in various sectors of the economy.

Aptitude and Psychometric Assessments

We design and administer online and in-person assessments for volume recruitments, including internships, tradesmen and management.

Recent Assignments

Recruitment for various positions – Gender Justice Unit (GJU), February 2026

Recruited for the following positions: Data/ICT Officer, Legal Coordinator, MEAL Coordinator, Project Lawyer – Research, Finance Officer and Driver

Recruitment of Client Engagement Regional Officer (March 2025)

Facilitated the recruitment and placement for Mediplus SA, a South African based medical insurer entering the Malawi market

Psychometric Assessment for Deputy Head Master, Kasasa Primary School, Dwangwa, Nkhotakota

Manager-in-Training (Engineering and Agriculture) for Illovo Sugar Malawi Plc – Dwangwa Estate (December 2024) and Manager-in-Training (Engineering, Finance and Procurement) for Illovo Sugar Malawi Plc – Limbe (December 2024 – January 2025)

Recruitment and administration of aptitude test. We received and screened more than 2,000 applications, administered aptitude assessment to 531 candidates

High Volume Recruitment for Family Health Services (FHS) – (March–April 2024)

Contracted to shortlist and conduct interviews for more than 250 new hires for two USAID funded programmes, Kuteteza and Kuthekera.

Shortlisting and computer proficiency assessments, Astra Learning Malawi 2024–2025

Facilitated the recruitment and administered online computer proficiency assessment for various positions

Recruitment of General Manager and Accountant, James Finlay Blantyre Limited.

Facilitated the executive search of General Manager for James Finlay, a British tea trader (2023) and Company Accountant (2024)

Recruitment for various positions

Facilitated the recruitment for various positions (including Project Manager, Marketing Manager and Van Salesmen) for Maldeco Fisheries (2019–2022)



PEO SERVICES

Since 2021 we have been providing Professional Employer Organization (PEO) services, rendering comprehensive HR solutions to businesses by handling payroll, employee benefits, compliance, and risk management. Through a co-employment model, we manage administrative HR tasks, allowing businesses to focus on growth while ensuring compliance with labour laws and industry regulations.

We have worked with foreign businesses setting up in Malawi, small and mid-sized businesses and NGOs assisting them streamline operations, attract top talent, and enhance workplace productivity.

Our Offer

Our PEO services are rendered at the rate of 10% of gross payroll or \$150 per employee per month. Alternative arrangements are provided on a case by case basis.

Our Clients

- RemoFirst
- Port Achia
- Lead Conservation
- Multiplier
- OneSight EssilorLuxottica Foundation
- MediPlus SA
- 888Bet
- Calcare Malawi

Serviceable Available Market



CANDIDATE VETTING



We are the pioneers of candidate vetting services in Malawi. We help businesses ensure they hire qualified, trustworthy, and competent employees by conducting thorough background checks, qualifications and skills assessments, and reference verification. These services verify candidates' credentials, employment history, criminal records, and other critical details to minimize hiring risks.

By leveraging structured screening processes and industry best practices, we support and enhance hiring accuracy, thereby reducing turnover, and safeguarding company reputation. This service is essential for businesses seeking reliable talent while maintaining compliance with legal and regulatory requirements.

Our service portfolio includes verification checks for:

- Qualifications
- Previous employment
- Identity/Passport/Driver's Licence
- Credit
- Litigation/Bankruptcy
- Permits/Visas; and
- Criminal records

Our Offer

We offer a standard turnaround time of 5 days for most requests.

With a solid connection within the Southern Africa region, we are able to undertake checks through the region

Our Clients

- Managed Integrity Evaluation (MIE) South Africa
- Zambia Employment Reference Bureau (ZERB)
- Old Mutual Malawi (2022-2024)
- Afrox Malawi



TRAININGS

Over the years, we have partnered with employers in the provision of staff training. Drawing from an experienced pool of trainers and facilitators, we have empowered organizations.

We have expertise and have provided training in the following areas:

- Career coaching and planning
- Office etiquette
- Front office management
- Interpersonal and communication
- Corporate governance
- Supervisory skills and management
- New manager orientation
- Record keeping
- Financial management
- Monitoring and evaluation

Recent Assignments

16–19 December 2024, Concern Worldwide

Facilitation of a Capacity Sharing Workshop for Local Implementing Partners, Crossroads Hotel, Lilongwe

19 December 2024, Family Health Services

Supervisory Skills Training, Mount Soche Hotel, Blantyre

25 November 2024, United States Agency for International Development (USAID)

Professional Development Course for DEIA Intern Cohort

3–4 June 2022, Lighthouse Trust, Kamuzu Central Hospital Premises.

Manager Orientation Workshop

23–24 July, 2022, Lighthouse Trust, Kamuzu Central Hospital Premises.

Records Management Training



HR CONSULTANCY

The Company and affiliated Consultants has partnered with multiple organizations, developing HR policies and systems ensuring adherence to global best practices while ensuring compliance with local legislation.

Recent Assignments

Updating and Developing Staff Terms and Conditions of Employment, COMESA Competition Commission, 2017

Remuneration Survey and Review of Salaries, Malawi Health Equity Network (MHEN), 2017.

Remuneration Survey and Review of Salaries, United Purpose (formerly Concern Universal), 2017.

Development of Human Resources Manual (Conditions of Service), UbuntuNet Alliance, 2018

Salary Survey, World Relief (sub-contracted by Salephela Consulting), 2021

Development of a Performance Management System, UbuntuNet Alliance, 2019

Salary Survey and Development of Salary Structure, UbuntuNet Alliance, 2020

Development of HR Manual, Performance Management System and Remuneration Structure for Malawi Research and Education Network (MAREN). Public Private Partnership Commission (World Bank funded Digital Malawi Project)

Salary and Remuneration Survey, Rider 4 Health, July 2022



OUR PEOPLE

Our leadership team is composed of experienced professionals dedicated to driving organizational success through strategic vision and expertise. With a solid understanding of the Malawi labour market, and a strong background in human resources, business management, and workforce development, our leaders bring innovative solutions that enhance employee engagement, compliance, and productivity.

Committed to excellence, they leverage industry best practices to deliver tailored HR consulting services, ensuring businesses attract, retain, and develop top talent. Their combined expertise fosters a culture of growth, integrity, and client-centric service, positioning the company as your trusted partner in HR solutions.



Francis Chasimpha

Director & Founder



Violet Mwango

Business and Operations
Manager



We are ready to assist you

We hope to be your valued HR partner ensuring you have the people and systems to enable you succeed.



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