

1. Office Administrator (Intern)

Position: Office Administrator

Location: Lilongwe, Malawi

Job Type: Intern

Responsibilities:

- Manage day-to-day office operations.
- Coordinate schedules, meetings, and communications.
- Handle invoices, payments, and client correspondence.
- Support HR functions like staff onboarding and records management.
- Maintain office supplies and equipment.

Requirements:

- Diploma or degree in Business Administration or related field.
- Strong organizational and communication skills.
- Proficiency in MS Office (Word, Excel, Outlook).
- Previous experience in office management preferred.

Benefits:

- Competitive salary.
- Opportunities for growth in a fast-growing tech company.
- Friendly and innovative work environment.

How to Apply: Send your CV and cover letter to hr@giantplus-mw.com with the subject line: **“Office Administrator Application”**.

2. Intern – Software Developer

Position: Software Developer Intern

Location: Lilongwe, Malawi

Job Type: Internship (3–6 months)

Responsibilities:

- Assist in developing web and mobile applications.
- Test, debug, and maintain software projects.
- Collaborate with senior developers on projects.
- Document code and development processes.

Requirements:

- Computer Science, IT, ICT, or related field.
- Basic knowledge of PHP, MySQL, JavaScript, or Python.
- Eager to learn and contribute to real-world projects.

Benefits:

- Stipend provided.
- Mentorship from senior developers.
- Hands-on experience in software development projects.

How to Apply: Send your CV to hr@giantplus-mw.com with the subject line: “Software Developer Intern Application”.

3. Intern – Web Server Manager

Position: Web Server Manager Intern

Location: Lilongwe, Malawi

Job Type: Internship (3–6 months)

Responsibilities:

- Assist in server setup, configuration, and maintenance.
- Monitor server performance and security.
- Data Center Support
- Data Analytics
- Manage backups, disaster recovery, and uptime monitoring.
- Collaborate with IT team on cloud solutions and VPS hosting.

Requirements:

- Studying IT, ICT, Software Engineering or related field.
- Basic knowledge of Linux servers, cPanel, VPS, or dedicated servers.
- Windows Servers
- Understanding of networking protocols and security principles.

Benefits:

- Stipend provided.
- Hands-on experience in server management.
- Exposure to cloud and hosting infrastructure.

How to Apply: Send your CV to hr@giantplus-mw.com with the subject line: **“Web Server Manager Intern Application”**.

4. Intern – Marketing Personnel

Position: Marketing Intern

Location: Lilongwe, Malawi

Job Type: Internship (3–6 months)

Responsibilities:

- Assist in digital marketing campaigns (social media, email, Google Ads).
- Create content (posts, blogs, videos) for products and services.
- Conduct market research and competitor analysis.
- Track KPIs and generate reports for marketing campaigns.

Requirements:

- Studying Marketing, Business, Communications, or related field.
- Good written and verbal communication skills.
- Familiarity with social media platforms and basic marketing tools.

Benefits:

- Stipend provided.
- Mentorship from experienced marketing team.
- Hands-on experience in digital and B2B marketing.



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How to Apply: Send your CV to hr@giantplus-mw.com with the subject line:
“Marketing Intern Application”.

Application Deadline: 31st March 2026

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