

## 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](mailto: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](mailto: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](mailto: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.



[www.giantplus-mw.com](http://www.giantplus-mw.com) | [hr@giantplus-mw.com](mailto:hr@giantplus-mw.com)

**How to Apply:** Send your CV to [hr@giantplus-mw.com](mailto:hr@giantplus-mw.com) with the subject line:  
**"Marketing Intern Application"**.

**Application Deadline: 31<sup>st</sup> March 2026**

GiantPlus