



MALAWI COLLEGE OF ACCOUNTANCY

INTERNAL MEMORANDUM

TO : ALL MEMBERS OF STAFF

FROM : THE REGISTRAR

DATE : 23TH SEPTEMBER, 2025

SUBJECT : STAFF MOVEMENTS AND UPDATES

Following the ad hoc functional review that resulted in, among other things, the revised staff establishment, some affected positions were advertised and interviews conducted in order to fill them as per the requirement. I am therefore pleased to advise the following movements involving some staff members following their success during the interviews:

S/N	NAME	NEW POSITION	GRADE
1	Mrs. Winnie M. Nyirenda	Senior Quality Assurance Officer	MCA4
2	Mrs. Edna K. Mande	Assistant Registrar (HR & Admin)	MCA4
3	Mr. Alinane E Chaononga	Assistant Registrar (Academics)	MCA4
4	Mr. Elisa N Ebiyamu	Head of Research	MCA5
5	Ms. Joyce Benje	Assistant Librarian	MCA6

These movements are with effect from 1st September 2025.

Other staff updates:

- 1) Following the appointment of Mr. Menard Kika as Finance Director effective 17th July 2025, the MCA Board also appointed Mr. Mabvuto Alex Chavula to be the Finance Manager at grade MCA3 effective 17th July 2025. Until this date, Mr. Chavula was the Acting Finance Director.
- 2) Mr. Jimmy A. Machelo has been confirmed to the position of Financial Accountant at grade MCA5 with effect from 1st September 2025. Mr. Machelo has been acting on this position for some time and after a thorough performance assessment, Management approved that he should be confirmed on that position.

Congratulations to the above officers for this achievement.

On a different note, Dr. Nelson Ndala and Mrs. Alice Munthali left the College on retirement.

Y. G. MACHILA