



VACANCIES

Applications are invited from suitably qualified candidates for the following positions tenable at MUBAS in Blantyre.

1. HEAD OF ACADEMIC DEPARTMENT (GRADE MU4)

The Head of Academic Department shall be responsible to the Executive Dean of the School to which the Department belongs. He/she shall provide leadership and overall coordination of all academic and administrative matters of the Department. The University has the following Academic Departments of which candidates must specify which department they are applying for in line with their specialisations:

School of Engineering

- i. Civil Engineering
- ii. Electrical Engineering
- iii. Mechanical Engineering
- iv. Mining Engineering

School of Built Environment

- v. Architecture
- vi. Physical Planning and Land Survey
- vii. Quantity Surveying and Land Economy

School of Business and Economic Sciences

- viii. Accountancy and Finance
- ix. Business Management
- x. Economics and Law

School of Education, Communication and Media Studies

- xi. Language and Communication
- xii. Applied Education
- xiii. Journalism and Media Studies

School of Science and Technology

- xiv. Mathematical Sciences
- xv. Physics and Biochemical Sciences
- xvi. Public and Environmental Health Sciences
- xvii. Computer Science and Information Systems

Duties

- a. Leading in the development, implementation and monitoring of the departmental plans, strategies, budgets and academic programmes.
- b. Implementing, monitoring and maintaining academic standards.
- c. Establishing and maintaining partnerships and links with government, the public and private sectors, development partners and the international community.

- d. Leading in the development and implementation of resource mobilization plans and strategies, and ensuring efficient resource utilization in the Department.
- e. Supporting staff in research, consultancy and outreach programmes for the Department.
- f. Initiating recruitment process in the department.
- g. Advising staff on relevant and credible journals in specialized fields of the school.
- h. Teaching both undergraduate and postgraduate students
- i. Preparing reports for the Department.
- j. Undertaking curriculum review and tracer studies.
- k. Orienting and mentoring the new academic generation.
- l. Allocating work and appraising staff.

Qualifications

- An earned Ph.D. degree in a relevant field from an accredited institution
- At least 3 years' experience at a supervisory level
- Those at Senior Lecturer level and above or in Senior Leadership positions shall have an added advantage

Duration

- The successful candidate shall be offered a 3-year performance-based contract which may be renewed once.

2. DEPUTY DIRECTOR-FINANCE (MU5) (RE-ADVERTISED)

The Deputy Director-Finance shall report to the Director of Finance and Investments. His/her major role shall be to manage financial and material resources of the University.

Duties

- a. Supporting the development, review, implementation and monitoring of policies, plans, budgets, programmes, strategies, systems, procedures and regulations of stores, finance and investments.
- b. Developing, reviewing, implementing and monitoring sound financial control mechanisms.
- c. Reviewing and monitoring implementation of sound financial risk management mechanisms.
- d. Preparing financial statements and management accounts, variance analysis and explanatory notes in accordance with applicable accounting standards.
- e. Costing project works and other services offered to customers in liaison with relevant sections.
- f. Coordinating the relationship between the University and external auditors including other bodies with the rights to audit/inspect University's financial information.

- g. Overseeing the processing of salaries, advances and other payments including statutory obligations.
- h. Monitoring and preparing institution's cash flows and bank reconciliations.
- i. Maintaining insurance records, claims and fixed assets registers.
- j. Allocating work and appraising staff.

Qualifications

- Bachelor's degree in Finance or related fields
- Professional accounting qualification such ACCA or CIMA
- 5 years relevant experience
- A Master's degree will be an added advantage

3. DEPUTY DIRECTOR-INVESTMENTS (MUS) (RE-ADVERTISED)

The Deputy Director-Investments shall be responsible to the Director of Finance and Investments. His/her major role shall be to explore and manage investments of the University.

Duties

- a. Supporting the development, reviewing, implementing and monitoring investment policies, plans, budgets, programmes, strategies, procedures and regulations.
- b. Assessing and recommending establishment of appropriate investment portfolios.
- c. Conducting research to identify investment opportunities.
- d. Developing and maintaining investment records for university business units including insurance and claims records.
- e. Monitoring and reviewing performance of investment portfolios.
- f. Establishing and maintaining partnerships with financial institutions, professional advisers and other relevant stakeholders on investments matters.
- g. Developing, reviewing and monitoring implementation of sound investment risks management strategies.
- h. Mobilizing resources and monitoring their effective, efficient and economic utilization.
- i. Preparing investment reports.
- j. Servicing relevant committees of the University.
- k. Allocating work, appraising staff.

Qualifications

- Bachelor's degree in finance or related fields
- Professional finance qualification such as ACCA, CFA or CIMA.
- 5 years relevant experience at management level.
- A Master's degree will be an added advantage

4. QUALITY ASSURANCE OFFICER – ACADEMIC (1 POSITION)

Key Roles and Responsibilities

- Supporting the development, review and implementation of quality assurance and enhancement frameworks, policies, programmes, strategies, procedures and standards.
- Implementing Quality Assurance Department work plans.

- Reviewing and disseminating education quality norms, standards and guidelines.
- Monitoring and enforcing compliance with internal and external quality assurance standards, regulatory, professional bodies and legal frameworks.
- Facilitating and maintaining internal and external linkages on matters of quality assurance.
- Coordinating and implementing, outreach programmes and tracer studies.
- Monitoring schedule for cycles of academic programmes reviews.
- Conducting quality assurance audits.
- Maintaining quality assurance databank including external examiner's records.
- Preparing reports.
- Allocating work and appraising staff

Minimum Education Qualifications and Experience

- Bachelor's degree in Education or other relevant fields
- 3 years relevant experience

5. QUALITY ASSURANCE OFFICER – ODEL & RESEARCH (1 POSITION)

Key Roles and Responsibilities

- Supporting the development, review and implementation of quality assurance and enhancement frameworks, policies, programmes, strategies, procedures and standards.
- Implementing Quality Assurance Department work plans.
- Reviewing and disseminating education quality norms, standards and guidelines.
- Monitoring and enforcing compliance with internal and external quality assurance standards, regulatory, professional bodies and legal frameworks.
- Facilitating and maintaining internal and external linkages on matters of quality assurance.
- Coordinating and implementing, outreach programmes and tracer studies.
- Monitoring schedule for cycles of academic programmes reviews.
- Conducting quality assurance audits.
- Maintaining quality assurance databank including external examiner's records.
- Preparing reports.
- Allocating work and appraising staff

Minimum Education Qualifications and Experience

- Bachelor's degree in Education or other relevant fields
- 3 years relevant experience

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by Wednesday, **31st May, 2023** to vacancies@mubas.ac.mw or Registrar, MUBAS, P/Bag 303, Chichiri, Blantyre 3. Applicants should indicate the position applied for in the subject line of the emails.