



VACANCIES

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

A. Professor/Associate Professor/Senior Lecturer/Lecturer in Mathematics (Tenure)

The position is tenable in the Mathematical Sciences Department. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

B. Senior Lecturer/Lecturer in Accountancy (Fixed Term Contract)

The position is under the Accountancy and Finance Department. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

C. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Banking and Finance (Fixed Term Contract)

The position is under the Accountancy and Finance Department. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

D. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Internal Auditing (Fixed Term Contract)

The position is under the Accountancy and Finance Department. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's

degree in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

E. Associate Professor/Senior Lecturer/Lecturer/Tutor in Taxation (Fixed Term Contract)

The position is under the Accountancy and Finance Department. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

F. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Law (Fixed Term Contract)

The position is under the Economics and Law Department. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

G. Senior Lecturer/Lecturer in Economics (Fixed Term Contract)

The position is under the Economics and Law Department. Applicants should possess a PhD and a track record of publications in the required field.

H. Lecturer in Structural Engineering (Fixed Term Contract)

The position is under the Civil Engineering Department. Applicants for the position should possess a minimum of a Master's degree in the relevant field.

I. Postgraduate Programmes Coordinator

Position Overview

The PG Programmes Coordinator shall be responsible to the Head of Postgraduate Studies. He /she shall be responsible for coordinating administrative and academic processes at key points across the student lifecycle as well as informing and guiding the academic community on relevant policies, regulations, procedures, and outcomes. The Coordinator shall support the promotion and growth of postgraduate programmes with high quality assurance frameworks and continuous process improvement activities.

Key Roles and Responsibilities

- Managing the PG admission process including application, offer processing, orientation, registration, enrolment tracking.
- Performing the day-to-day operations of the PG Office including attending to enquiries by students, potential students and other clients. Manage all aspects related to the academic life cycle of international PG students.
- Maintaining records such as PG students' statistics, admissions, resumptions, reservations, extensions, and deregistration.
- Providing students with a schedule of deadlines to ensure timely progress within their programme and inform them of the policies and processes to follow while completing their studies.
- Providing support for University and programme quality assurance processes

including ongoing quality reviews, benchmarking, and improvements of administrative processes and communication strategies.

- Drafting promotional materials for PG programmes and prospective students in liaison with the Marketing Department.
- Providing organizational and administrative support for PG programmes, including scheduling research seminars and updates on students' fees status.
- Developing and maintaining strong working relationships with key stakeholders across the Departments, Schools and the University.
- Consolidating the list of approved external examiners for each postgraduate programme.
- Analysing internal and external examiners' reports to inform improvements
- Coordinating the review of procedures and systems to ensure a high level of customer service.

Minimum Education Qualifications and Experience

- Master's degree in Business Administration, Education or any related field.
- Three (3) years related experience.

J. Assistant Library Officer (Cataloguing and Classification)

Position Overview

The position is tenable in the Library Services Department. The Assistant Library Officer shall be responsible to the Library Officer. He/she will be responsible for supporting cataloguing and Classification services.

Key Roles and Responsibilities

- Generating barcodes for information resources.
- Carrying out copy cataloguing for materials.
- Implementing modern online cataloguing and classification standards.
- Shelving and shelf-reading library materials.
- Preparing and updating accession bulletins and registers.
- Supporting compilation of lists of processed books for display to library users.
- Compiling records of materials sent to bindery.

Minimum Education Qualifications and Experience

- Diploma in Library and Information Science.
- 2 years' experience in library operations.

K. Assistant Library Officer (Reader Services)

Position Overview

The position is tenable in the Library Services Department. The Library Attendant shall be responsible to the Library Officer. He/she will be responsible for supporting readers services. The position is tenable in the Library Services Department.

Key Roles and Responsibilities

- Supporting the implementation, enforcement and monitoring of readers services policies, plans, standards, strategies and procedures.
- Registering and de-registering users in the library management system.
- Orienting new users on available library resources, rules and regulations.

- Charging and discharging library materials.
- Shelving and shelf-reading materials.
- Supporting user information literacy programmes.
- Supporting users in locating information resources.

Minimum Education Qualifications and Experience

- Diploma in Library and Information Science.
- 2 years' experience in library operations.

L. Library Attendant (Security)

Position Overview

The position is tenable in the Library Services Department. The Library Attendant shall be responsible to the Library Officer. He/she will be responsible for supporting general library services.

Key Roles and Responsibilities

- Identifying, collecting and compiling worn out materials.
- Undertaking minor book repairs.
- Collecting and shelving unsorted library materials.
- Performing pre- and post-bindery processing activities.
- Compiling statistics of library materials sent for binding.
- Searching users on library entry or exit.
- Dusting of library materials and shelves.
- Arranging chairs and tables.
- Undertaking library patrols.
- Reporting emerging cases in the library and condition of library materials.

Minimum Education Qualifications and Experience

- MSCE
- Those with security experience/qualifications will have an added advantage

M. Printing Technician

Position Overview

The position is tenable in the Printing Department. The Printing Technician shall be responsible to the Printing Specialist. He/she will be responsible for provision of printing services.

Key Roles and Responsibilities

- Preparing job cards.
- Monitoring quality of printing works
- Preparing estimates and costs of jobs
- Monitoring practical sessions
- Identifying and requisitioning print materials and preparing sectional budget
- Overseeing maintenance and repair of machines
- Preparing summary of production and incident reports
- Allocating work and appraising staff

Minimum Education Qualifications and Experience

- Diploma in Printing or related fields.
- 3 years relevant experience.

N. Bindery Technician

Position Overview

The position is tenable in the Printing Department. The Bindery Technician shall be responsible to the Printing Specialist. He/she will be responsible for managing bindery services.

Key Roles and Responsibilities

- Coordinating and monitoring binding operations.
- Examining job orders to determine details such as quantities, production times and stock specifications.
- Compiling statistical reports of uploaded collections.
- Developing and implementing schedule of maintenance checks of equipment.
- Inspecting and examining printed products for print clarity, colour accuracy, conformance to binding specifications, and external defects.
- Conducting demonstrations to media clients.
- Securing bindery materials and equipment.
- Monitoring effective and efficient utilization of resources and materials.
- Preparing summary of finished products and incident reports.
- Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Diploma in a relevant field.
- 3 years' experience in library operations

O. Research Support Officer (Fixed Contract)

Position Overview

The Position is tenable in the Research Support Unit (RSU) which is a centralised office dedicated to providing comprehensive support services to faculty, researchers, and students engaged in research activities at MUBAS. The RSU officer by provision of administrative, technical, and strategic support to the research community for high-quality research outcomes.

Key Roles and Responsibilities

- Providing administrative guidance and support for research grant applications and submissions.
- Supporting researchers in managing budgets and fulfilling financial reporting obligations.
- Ensuring compliance with institutional and regulatory requirements.
- Managing research-related documentation and data.
- Organizing seminars, workshops, and other research-related events.
- Providing guidance on research ethics and integrity.
- Coordinating support for the development of the RSU research agenda and standard operating procedures.
- Manage the research database and repository
- Developing and implementing the publicity and promotion strategy for the RSU in liaison with the MUBAS Marketing team. This includes managing the RSU web page and social media platforms
- Actively participate in regional and international research networks and Communities of Practice (CoPs).

- Publicising research funding opportunities
- Providing support to researchers in preparing research budgets.
- Ensuring appropriate monitoring of funded research accounts for compliance and full utilisation of funds.
- Facilitating administrative arrangements for research related staff.

Minimum Education Qualifications and Experience

- Master's degree in a relevant field such as science, engineering, technology or social science
- Minimum of three years of experience working in a research environment (research funding and administration).
- Familiarity with the funding landscape in academia, including various funding agencies, grant application processes, and funding opportunities will be an added advantage.

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **Friday 26th July, 2024** to talentsearch@mubas.ac.mw or The Registrar, MUBAS, P/Bag 303, Chichiri, Blantyre 3. Applicants should indicate the position applied for in the subject line of their emails and the application package should be merged as one document.