



VACANCIES

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

A. Industry Liaison Expert

Position Overview

The Industry Liaison Expert will play a crucial role in bridging the gap between UniPod and the industry. She/He will be responsible for establishing strategic private sector partnerships, coordinating collaborations, and identifying opportunities for UniPod to engage with businesses, investors, government agencies, and other organizations. The expert will position the UniPod as a leading innovation hub by aligning with industry needs, fostering growth, ensuring sustainability, and building collaborations through enterprise services.

Key Roles and Responsibilities

- i. Develop and nurture strategic relationships with industry partners, investors government agencies, and other organizations to drive UniPod's mission.
- ii. Oversee joint initiatives, ensuring alignment with UniPod's goals and stakeholder expectations.
- iii. Develop systems for mapping the local innovation and entrepreneurship ecosystems, identify opportunities and synergies for the UniPod and leverage on gaps to attract regional and international partnerships.
- iv. Seek and secure funding or collaboration opportunities that advance UniPod's

objectives.

- v. Act as the primary point of contact for industry engagement, ensuring smooth communication between UniPod and external entities.
- vi. Negotiate, draft, and oversee UniPod business deals, agreements, including contracts and MOUs
- vii. Connect UniPod innovators with relevant industry resources, expertise, and markets.
- viii. Represent UniPod at industry events, conferences, and networking platforms to raise awareness of its capabilities and opportunities.
- ix. Organize networking events to engage private sectors, funders, investors and innovators at local and international level
- x. Assist the UniPod Supervisor in planning and decision-making related to industry engagement and growth.
- xi. Track and report the outcomes of collaborations and partnerships, ensuring they align with UniPod's goals.
- xii. Support other UniPod activities and initiatives as assigned by the Head of Research and Innovation.

Minimum Education Qualifications and Experience

- Master's degree in Economics, business administration, innovation, entrepreneurship, or any related field.
- Three years plus of experience in industry engagement, business development, resource mobilization or partnership management.
- Proven ability to build and maintain strategic partnerships.
- Strong project coordination and stakeholder management skills.
- Experience in managing contracts, MOUs, or similar agreements.
- Knowledge of research commercialization, entrepreneurship and innovation ecosystems.

B. Administrative Officer

Position Overview

The position is tenable at the Institute of Continuing Education Centre (ICE). The Administrative Officer shall be responsible to the Institute Manager. He/she will be responsible for the Office Attendant and Driver. The Administrative Officer will be responsible for the provision of Institutes administrative services.

Key Roles and Responsibilities

- i. Supporting consultancies, short courses and outreach programmes.
- ii. Carrying out recruitment and registration of students.
- iii. Coordinating teaching, learning and student assessment processes.
- iv. Monitoring and processing academic transcripts and certificates.

- v. Responding to queries and enquiries relating to academic affairs, admissions and examinations.
- vi. Coordinating and monitoring provision of office services, security services, fleet management services and outsourced services.
- vii. Developing and maintaining students' admission databank including inventory.
- viii. Coordinating and organizing ceremonies and other congregation functions for the Centre.
- ix. Coordinating and maintaining internal and external linkages.
- x. Preparing reports.
- xi. Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Business Administration or Education.
- 3 years relevant experience.

C. Printer

Position Overview

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

Key Roles and Responsibilities

- i. Organizing, setting and operating machines.
- ii. Preparing printing chemicals.
- iii. Printing jobs in accordance with specified standards.
- iv. Examining and checking quality of raw materials and finished products.
- v. Maintaining minor faults and reporting on major ones.
- vi. Requisitioning printing materials.
- vii. Recording jobs on job register.
- viii. Maintaining inventories of accessories and consumables for the offset printing machines.

Minimum Education Qualifications and Experience

- MSCE and Certificate in Printing.
- 2 years relevant experience.

D. Procurement and Asset Disposal Officer

Position Overview

The position is tenable in the Procurement and Asset Disposal Department. The Procurement and Disposal Officer shall be responsible to the Procurement and Disposal Manager. He/she will be responsible for provision of efficient and effective procurement and disposal of assets services in an ethical manner.

Key Roles and Responsibilities

- i. Implementing, reviewing, monitoring and interpreting procurement and disposal policies, strategies, annual procurement plans/work plans and budget.
- ii. Preparing procurement contracts, tender documents, request for quotation and bid documents.
- iii. Inspecting goods, works and services before payment.
- iv. Conducting performance rating of suppliers of goods and services.
- v. Sourcing quotations from suppliers.
- vi. Liaising with the government, PPDA and other relevant stakeholders on procurement and disposal matters.
- vii. Maintaining procurement and disposal information systems.
- viii. Preparing mandatory, bid evaluation and general reports.
- ix. Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Procurement and Supply Chain Management.
- 3 years relevant experience.

E. Assistant Procurement and Disposal Officer

Position Overview

The position is tenable in the Procurement and Asset Disposal Department. The Assistant Procurement and Asset Disposal Officer shall be responsible to the Procurement and Asset Disposal Officer. He/she will be responsible for provision of procurement and asset disposal services in an ethical manner.

Key Roles and Responsibilities

- i. Compiling internal purchase requisitions from user sections.
- ii. Sourcing quotations and preparing comparative sheets for quotations.
- iii. Procuring goods, works and services.
- iv. Preparing Local Purchase Orders.

- v. Following up undelivered items with suppliers.
- vi. Maintaining procurement records.
- vii. Opening, recording and closing Tender documents.
- viii. Preparing and submitting progress reports.

Minimum Education Qualifications and Experience

- Diploma in Procurement and Supply Chain Management.
- 2 years relevant experience.

F. Machine Workshop Mechanical Technician

Position Overview

The position is tenable in the Mechanical Engineering Department (Agricultural Mechanisation Project). The Mechanical Technician shall be responsible to the Workshop Supervisor. He/she will be responsible for setting up, operating and maintaining conventional, numerical controlled machines and various equipment, troubleshooting issues and ensuring production of precision components meet the specification.

Key Roles and Responsibilities

- i. Operating and maintaining workshop machine tools
- ii. Maintaining and troubleshooting workshop equipment
- iii. Ensuring that machines are running efficiently and safely
- iv. Inspecting, diagnosing and repairing components, machine tools and equipment
- v. Performing regular preventive maintenance on machine tools and equipment
- vi. Identifying process improvements and troubleshooting issues
- vii. Providing technical support to other personnel
- viii. Monitoring production processes to ensure that quality standards are met
- ix. Supporting students in working with various pieces of equipment in the Centre labs
- x. Maintaining equipment, tools and components
- xi. Keeping the Centre clean at all times
- xii. Practicing safety protocols when using tools and materials

Minimum Education Qualifications and Experience

- Diploma in Mechanical Engineering
- 2 years relevant experience.

G. Welding and Fabrication Technician

Position Overview

The position is tenable in the Mechanical Engineering Department (Agricultural Mechanisation Project). The Welding Technician shall be responsible to the Workshop Supervisor. He/she will be responsible for operating equipment to safely and accurately fabricate sheet metal parts in support of the production process.

Key Roles and Responsibilities

- i. Setting up, operating and maintain workshop machine tools equipment
- ii. Maintain and troubleshooting workshop equipment
- iii. Performing authorized inspection to prevent hazards
- iv. Inspecting, diagnosing and repairing components, machine tools and equipment
- v. Identifying process improvements and troubleshooting issues
- vi. Providing technical support to other personnel
- vii. Monitoring production processes and ensuring quality standards are met
- viii. Maintaining equipment, tools and components
- ix. Keeping the Centre clean at all times
- x. Practicing safety protocols when using tools and materials

Minimum Education Qualifications and Experience

- Diploma in Mechanical Engineering
- 2 years relevant experience.

H. Welding and Fabrication Artisan

Position Overview

The position is tenable in the Mechanical Engineering Department (Agricultural Mechanisation Project). The Welding and Fabrication Artisan shall be responsible for assembling, installing, maintaining mechanical systems and operating machine tools. The ideal candidate will have experience in fitting and fabrication and be able to read and interpret technical drawings and schematics.

Key Roles and Responsibilities

- i. Independently operating conventional welding and fabrication machines and equipment
- ii. Assisting the assemble and installation of mechanical systems and equipment
- iii. Performing maintenance and repair work on mechanical systems and equipment
- iv. Reading and interpreting technical drawings and schematics

- v. Using hand and power tools to cut, shape, and fit materials
- vi. Fabricating components as required
- vii. Ensuring compliance with health and safety regulations

Qualifications and Experience

- TEVET Artisan Certificate/Trade Test Grade 1 or any artisan other certificate from a recognized institution.
- Excellent interpersonal communication
- Minimum of two years' work experience in a busy workshop

I. Machine Workshop Mechanical Artisan

Position Overview

The position is tenable in the Mechanical Engineering Department (Agricultural Mechanisation Project). The Welding and Fabrication Artisan shall be responsible to the Machine Shop Supervisor. He /She shall be responsible for operation and maintenance of conventional, Computer Numerical Control machines and various equipment in support of the production process and support the assembly of the projects mechanical systems.

Key Roles and Responsibilities

- i. Independently operating conventional machines such as lathe, grinding and milling machines
- ii. Using hand and power tools such as drill, grinders, and files for shaping and finishing processes
- iii. Operating CNC machines under supervision of the technician or workshop supervisor
- iv. Preparing workpiece blanks and tooling for production
- v. Keeping workshop tools in good condition
- vi. Assisting in the assembling process of the project designs components according to drawings and instructions.
- vii. Carrying out in process quality control, checking the project design components for defects using gauges, templates and other measuring techniques during the.
- viii. Assisting in performing regular preventative maintenance on machines tools and equipment.
- ix. Keeping workshop clean and organised.
- x. Practicing safety protocols for handling tools and materials.
- xi. Collaborating with other team members to complete projects on time and within budget.

Qualifications and Experience

- TEVET Artisan Certificate/Trade Test Grade 1 or any artisan other certificate from a recognized institution.
- Minimum of two years' work experience in a busy workshop
- Excellent interpersonal communication
- Hands on experience in a machining or mechanical workshop

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by Friday 28th February, 2025 to talentsearch@mubas.ac.mw.

Applicants should indicate the position applied for in the subject line of their emails and the application package should be merged as one document.

Please note that hard copy applications are not allowed.