



VACANCIES

Applications are invited from suitably qualified candidates for positions tenable at the Malawi University of Business and Applied Sciences (MUBAS) in Blantyre.

A. PROF/ASSOC PROF/SNR LECTURER/LECTURER IN REAL ESTATE/LAND ECONOMY

The positions are under the Quantity Surveying and Land Economy Department. Candidates should be able to teach a combination of any two of the following: Property Development Property Management; Property Valuation; Land Administration, Land Governance, Agrarian Studies and Development; Sustainability; Facilities Management; Property Taxation.

B. PROF/ASSOC PROF/SNR LECTURER/LECTURER/TUTOR IN QUANTITY SURVEYING

The positions are under the Quantity Surveying and Land Economy Department. Candidates should be able to teach a combination of two of the following courses: Construction Materials and Methods and Measurement of Building Works; Estimating and Tendering and Construction Management; and Project Management and Quantity Surveying Practice.

C. TUTOR/LECTURER IN ELECTRONICS AND COMPUTER ENGINEERING

The position is under the Electrical Engineering Department.

Qualifications for Academic Positions

The following are the minimum entry academic requirements in their relevant fields awarded by an accredited institution:

1. Tutor

- A bachelor's degree with a credit in a relevant field from an accredited institution.

2. Lecturer

- A bachelor's degree with a credit
- A master's degree
- A doctorate

3. Senior Lecturer or Associate Professor or Professor

- A bachelor's degree with credit
- A master's degree
- A doctorate
- A relevant number of refereed publications fit for each rank. The details for this shall be supplied to the candidate after passing the initial interview.

D. WASHTED CENTRE MANAGER (RE-ADVERTISED)

The Manager shall coordinate and promote holistic research, outreach and capacity-building programmes in water, sanitation, hygiene practices and the development of appropriate technologies for health.

Key Roles and Responsibilities

The WASHTED Manager shall:

- a. Champion and coordinate the development, review, monitoring and implementation of policies, plans, programmes, strategies and budgets in water, sanitation, hygiene practices and development of appropriate technologies.
- b. Develop, monitor and adopt appropriate technologies. Champion research, consultancies and outreach activities in water, sanitation and hygiene practices.
- c. Enforce and implement compliance to quality standards.
- d. Establish and maintain databank for water, sanitation, hygiene practices and appropriate technologies.
- e. Mobilize resources to facilitate Centre's operations and monitoring its effective, efficient and economic utilization.
- f. Establish and maintain partnerships with the Government, industry, institutions, local communities and other relevant stakeholders.
- g. Develop the Centre's international academic profile in line with the University's internationalization strategy.
- h. Assess and identify priority areas for the development of new technologies in liaison with Executive Deans of Schools and other external stakeholders.

Qualifications and Experience

- PhD in a relevant field
- At least 5 years of experience in research and publishing.

Tenure of Office

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

E. ALUMNI RELATIONS AND INTERNATIONAL STUDENT AFFAIRS OFFICER

The Officer will be responsible for the provision of alumni and international student services.

Key Roles and Responsibilities

- a. Develop, coordinate and evaluate programs and projects to promote alumni relations and educational programs designed to connect alumni through academic

- channels such as programs, departments, schools
- b. Strengthens alumni chapters which focus on establishing and maintaining connections with the university
 - c. Assist in the planning, publicizing and coordinating alumni relations and activities
 - d. Promote the alumni community to the current students, managing correspondence to the alumni community in all forms be it in paper, electronic, phone and in-person contact include managing addressing concerns and complaints
 - e. Deliver the University's alumni communications strategy, using both printed and digital communications to further alumni engagement, celebrate success and promote alumni engagement activities, giving and volunteering opportunities to the university and the community.
 - f. Developing and implementing international student programmes and services.
 - g. Providing support in the management and coordination of international and study abroad/exchange students' affairs including marketing and recruitment.
 - h. Implementing resource mobilization plans.
 - i. Maintaining databank for alumni and international students.
 - j. Servicing relevant committees
 - k. Preparing reports.

Minimum Qualifications and Experience

- Bachelor's degree in related field.
- 5 years relevant experience in an academic institution

F. ADMINISTRATIVE OFFICER (SPORTS)

The Administrative Officer will provide staff and student sports services.

Key Roles and Responsibilities

- a. Developing and implementing staff and students' sporting programmes and services
- b. Coordinating, establishing and monitoring operations of students' clubs, societies, associations and other extra-curricular programmes.
- c. Implementing resource mobilization plans.
- d. Maintaining databank for sporting activities.
- e. Servicing relevant committees
- f. Preparing reports.
- g. Allocating work and appraising staff.

Minimum Qualifications and Experience

- Bachelor's degree in Physical Education or related fields.
- 5 years relevant experience in an academic institution

G. WARDEN*2 (MALE AND FEMALE)

The Warden will be responsible for the provision of student welfare services in halls of residence

Key Roles and Responsibilities

- a. Coordinating students' allocation in halls of residence.
- b. Reinforcing tenancy agreements for residential students.
- c. Facilitating maintenance and repair in halls of residence.
- d. Providing welfare support for students who may be experiencing personal problems or difficulties in halls of residence.

- e. Supporting new residents to settle in halls of residence.
- f. Linking students with the Student Affairs Officer.
- g. Monitoring sanitation and hygiene in halls of residence.
- h. Monitoring the security and safety of students in the halls of residence.
- i. Compiling records of residential students' welfare issues.
- j. Preparing reports.

Minimum Education Qualifications and Experience

- Diploma in Education/Business Management or related fields.
- 3 years relevant experience.

H. STUDENT SUPPORT OFFICER

The Student Support Officer shall be responsible for providing total support services to ODeL students through efficient assessment of their needs for appropriate action and onward referrals and recommendations for ongoing support. S/he shall be responsible to the Head of ODeL Department.

Key Roles and Responsibilities

- a. Providing a frontline support service, in identifying, resolving and referring ODeL student issues
- b. Offering appropriate information, advice and support to students on a range of personal, academic and administrative issues
- c. Maintaining appropriate records on student statistics and issues related to learning support
- d. Preparing and disseminating information, counselling and guidance resources, workshops and events for students and staff on and offline to enhance distance learning
- e. Developing appropriate and effective ways of communicating with students and staff for effective ODeL delivery
- f. Maintaining working knowledge and understanding of ODeL policies, plans, strategies and adhere to student support services standards
- g. Research on ODeL emerging issues in support services to inform policy and practice
- h. Training academic faculty on ODeL support services including instructional materials inbuilt support and related issues
- i. Preparing and merging reports from the ODeL Hub and satellite centres.

Minimum Qualifications and Experience

- A minimum of a Master's Degree in Education.
- 3 years' experience in Open, Distance and eLearning.
- A qualification in ODeL is an added advantage.

I. E-LEARNING SPECIALIST (RE-ADVERTISED)

The E-Learning Specialist shall be responsible for Designing, maintaining and monitoring ODeL Learning Management Systems. S/he shall be responsible to the Head of ODeL Department.

Key Roles and Responsibilities

- a. Conducting trainings for staff and students on eLearning platforms, content and tools
- b. Providing eLearning technical support to ODeL students and staff

- c. Collaborating with content experts and instructors in the design and delivery of eContent and programmes
- d. Coordinating and conducting eLearning assessments
- e. Ensuring quality and effectiveness of eLearning content and programmes
- f. Implementing ODeL policies, plans, strategies and adhere to instructional materials design standards
- g. Research on ODeL emerging technologies
- h. Preparing reports.

Minimum Qualifications and Experience

- Master's degree in ICT-related fields.
- 3 years' experience in Open, Distance, and eLearning is **a must**
- A qualification in ODeL is an added advantage

J. INSTRUCTIONAL DESIGNER

The Instructional Designer shall be responsible for designing and managing ODeL instructional materials. S/he shall be responsible to the Head of ODeL Department.

Key Roles and Responsibilities

- a. Creating compelling learning activities in line with designed instructions
- b. Working with content experts to identify and analyze training and educational needs
- c. Applying instructional design theories and methods in instructional design
- d. Utilizing multimedia tools to enhance the learning process
- e. Guiding the design of learning outcomes for specific instructional materials
- f. Conducting research to evaluate ODeL effectiveness
- g. Generating the layout in-built student support and evaluating
- h. Preparing reports.

Minimum Qualifications and Experience

- A minimum of Master's Degree in Education/instructional technology.
- 3 years experience in designing and developing instructional materials
- A qualification in ODeL is an added advantage.

K. SATELLITE CENTRE COORDINATOR

The Satellite Centre Coordinator shall be responsible for managing program calendars and operations at the ODeL Satellite Center (Msalura – Salima). S/he shall be responsible to the Head of ODeL Department.

Key Roles and Responsibilities

- a. Managing Program Calendars and Operations by coordinating program activities at the Satellite Center in collaboration with ODeL department staff
- b. Tracking Students by monitoring their enrolled and providing proper students support through coaching, mentoring, counselling and guidance
- c. Managing the satellite facility to ensure security, safety, and orderliness
- d. Linking with the industry and community for collaboration and partnerships with guidance from the ODeL department
- e. Collecting data on students' enrolment, scholarships and related issues
- f. Compile and submit reports on center-related activities

Minimum Qualifications and Experience

- A minimum of a Bachelor's Degree in Education
- 5 years' relevant experience.
- Experience in open and distance education is an added advantage

L. DESIGN STUDIO ENGINEER

The Design Studio Engineer shall be responsible for implementing operations of the innovation Design Studio and will be responsible to the Design Studio Supervisor.

Key Roles and Responsibilities

- a. Implementing and reviewing Innovation Design Studio's policies, plans, programmes, strategies, procedures and rules.
- b. Mentoring staff and students in innovation, design and technology development.
- c. Identifying, recommending and replenishing equipment, parts, materials and software packages.
- d. Collaborating with teaching staff in development and implementation of students' challenging sessions and programmes in innovation and design.
- e. Facilitating the transitioning of promising prototypes into products.
- f. Carrying out research in cutting edge technologies.
- g. Coordinating, enforcing and implementing quality standards for Innovation Design Studio operations including IP protection for products in the School.
- h. Coordinating the maintenance of equipment and facilities.
- i. Supporting, monitoring and implementing resource mobilizing strategies and utilization.
- j. Preparing reports.
- k. Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Engineering.
- 3 years relevant experience.

M. DESIGN STUDIO TECHNICIAN

The Design Studio Technician shall be responsible for carrying out operations of the innovation Design Studio and will be responsible to the Design Studio Engineer.

Key Roles and Responsibilities

- a. Setting up demonstrations and innovation studio sessions.
- b. Supporting and advising clients in working with the various pieces of equipment in the Innovation Design Studio.
- c. Maintaining equipment, tools and parts.
- d. Maintaining inventory of materials, organizing parts and components.
- e. Guiding and supporting clients during special projects and practical sessions.
- f. Supporting clients in the production of proto-types.
- g. Enforcing, reviewing and implementing operating standards and procedures.
- h. Implementing and monitoring annual work plans for the Innovation Design Studio.
- i. Preparing reports.

Minimum Education Qualifications and Experience

- Diploma in Engineering.
- 2 years relevant experience.

N. ADMINISTRATIVE ASSISTANT

The Administrative Assistant will provide administrative support and secretarial services.

Key Roles and Responsibilities

- a. Drafting and typing correspondence.
- b. Safekeeping and maintaining sensitive and confidential documents.
- c. Maintaining office diary and inventory.
- d. Operating and maintaining office equipment.
- e. Maintaining office supplies and accessories.
- f. Attending to internal and external clients.
- g. Preparing office refreshments.
- h. Maintaining cleanliness of office facilities and furniture.
- i. Developing and maintaining electronic and hard copy filing system.
- j. Organizing meetings, events and visits.
- k. Facilitating travel arrangements.

Minimum Qualifications and Experience

- a. Diploma in Secretarial Administration or CBET Advanced Certificate in Administrative Studies
- b. 3 years relevant experience.

O. RECEPTIONIST

The position is tenable in the Research and Innovation Department. He/She shall be responsible for managing front desk activities.

Key Roles and Responsibilities

- a. Attending to visitors and directing them to appropriate offices.
- b. Responding to telephone calls.
- c. Reporting telephone faults to service providers
- d. Maintaining minor telephone faults
- e. Processing telephone bills
- f. Maintaining visitors' book.
- g. Responding to inquiries and queries.
- h. Receiving hand delivered mail and parcels.
- i. Checking and recording client's information.
- j. Maintaining a clean environment at the reception area.

Minimum Qualifications and Experience

- Malawi School Certificate of Education (MSCE)
- Certificate in Front Office
- 2 years relevant experience

P. LABORATORY TECHNICIAN

The position is tenable in the Physics and Biochemical Sciences Department. The Laboratory Technician will support clients in designing and executing laboratory/

workshop/studio activities according to standard procedures.

Key Roles and Responsibilities

- a. Implementing standard operating procedures including laboratory/workshop rules and regulations.
- b. Maintaining, repairing and cleaning laboratory/workshop equipment and accessories.
- c. Conducting or supporting demonstrations during workshop/ laboratory/ studio sessions.
- d. Supporting and orienting laboratory/workshop users and enforcing procedures, rules and regulations of the laboratory/workshop/studio.
- e. Maintaining inventory of all workshop/laboratory/studio resources.
- f. Implementing, and enforcing occupational, health and safety systems.
- g. Supporting academic research and outreach services.
- h. Documenting and archiving results of laboratory/workshop analyses.

Minimum Qualifications and Experience

- Diploma in Industrial Laboratory Technology or its equivalent.
- 2 years' work experience.

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by Thursday, **28th March, 2024** to talentsearch@mubas.ac.mw.

Applicants should indicate the position applied for in the subject line of their emails.