



VACANCIES

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

A. ICT OFFICER (SYSTEMS SUPPORT)

Position Overview

In the Systems Support section, the ICT Officer plays a crucial role in enhancing and maintaining MUBAS' ICT systems. They collaborate with various stakeholders, analyze system requirements, and recommend effective solutions to meet the university's business needs. He/she will be responsible to the ICT Specialist (Systems Management).

Key Roles and Responsibilities

- a. Implementing policies, plans, strategies, programmes, systems, standards and budgets relating to ICT.
- b. Conduct in-depth analysis of existing systems, identify areas for improvement, and propose enhancements.
- c. Collaborate with systems end-users and technical teams to gather requirements and understand business processes.
- d. Manage Helpdesk and provide technical support to members of staff and students.
- e. Evaluate software and hardware solutions, ensuring compatibility, scalability, and security.
- f. Design, develop, and implement system upgrades, integrations, and optimizations.
- g. Document system specifications, user manuals, and standard operating procedures.
- h. Provide training and support to students and staff.
- i. Stay abreast of industry trends and emerging technologies to recommend best practices.

- j. Preparing reports.

Minimum Education Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Excellent communication skills and the ability to work collaboratively in a team environment.

B. ICT OFFICER (SERVER ADMINISTRATION)

Position Overview

In the Infrastructure Management section the ICT Officer is responsible for the day-to-day operations and maintenance of a data center. Their role is crucial in ensuring the smooth functioning of the ICT infrastructure and supporting the MUBAS' ICT services. He/she will be responsible to the ICT Specialist (Hardware Engineering).

Key Roles and Responsibilities

- a. Implementing policies, plans, strategies, programmes, systems, standards and budgets relating to ICT.
- b. Manage and maintain the university's server infrastructure to ensure optimal performance and uptime.
- c. Implement and oversee security measures to protect data and systems from cyber threats.
- d. Collaborate with ICT teams and other stakeholders to identify and address server-related issues.
- e. Develop and implement server policies and procedures to ensure compliance with University standards.
- f. Monitor server performance and conduct regular audits to identify areas for improvement.
- g. Monitoring and maintaining data backup and disaster recovery operations.
- h. Provide training and support to internal teams.
- i. Preparing reports.
- j. Stay abreast of industry trends and emerging technologies to recommend best practices.

Minimum Education Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Proven experience working with servers or similar experience in an enterprise environment.
- Strong knowledge of server hardware configuration, Linux operating systems, virtualization technologies, and networking protocols.
- Experience with containerization technologies (e.g., Docker, Kubernetes) is a plus.
- Shell scripting experience.
- 2 years relevant experience

C. ICT OFFICER (NETWORK ADMINISTRATION)

Position Overview

The ICT Officer in the Infrastructure Management section supports MUBAS' network design, maintenance, and security. They configure devices, monitor

performance, enforce policies, and ensure compliance with security standards, contributing to operational efficiency and cybersecurity of the University's computer network. He/she will be responsible to the ICT Specialist (Hardware Engineering)

Key Roles and Responsibilities

- a. Design, implement, and maintain the university's network infrastructure to ensure optimal performance and reliability.
- b. Configure and troubleshoot network devices, including routers, switches, firewalls, and wireless access points.
- c. Monitor network performance and security, identifying and addressing issues in a timely manner.
- d. Collaborate with the ICT and university members of staff to implement network policies and protocols.
- e. Producing documentation for installation, network topology and troubleshooting of the network.
- f. Provide training and support to internal teams.
- g. Preparing reports.
- h. Conduct regular audits and assessments to ensure compliance with security standards and best practices.

Minimum Education Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Certifications (e.g., CCNA, CCNP, CompTIA Network+) will be a plus.
- Proficiency in networking protocols and technologies, including TCP/IP, VLANs, VPNs, and DNS.
- Experience with network monitoring tools and security solutions.
- Strong analytical, problem-solving, and communication skills.
- 2 years relevant experience.

D. ICT OFFICER (BACK-END DEVELOPER)

Position Overview

The Back-end Software Developer is responsible for designing, developing, and maintaining backend systems and applications, collaborating with cross-functional teams, implementing APIs and databases, conducting code reviews, and staying updated with industry best practices. He/she will be responsible to the ICT Specialist (Software Engineering).

Key Roles and Responsibilities

- Design, develop, and maintain backend systems and applications for the university.
- Collaborate with front-end developers, designers, systems analysts and other stakeholders to create efficient and user-friendly software solutions.
- Implement APIs, databases, and server-side logic to support desktop, web and mobile applications.
- Conduct code reviews, automated testing, and debugging to ensure high-quality, reliable software.
- Build reusable code and libraries for future use.
- Provide training and support to internal teams.
- Stay updated with industry trends and best practices to enhance system performance

and security.

Minimum Education Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Strong understanding of software development lifecycle, version control systems (e.g., Git), and agile methodologies.
- Hands on experience with programming languages like C#, Java, JavaScript/Node.js, Ruby, PHP and Python.
- Strong analytical, problem-solving, and communication skills.
- 2 years relevant experience

E. ICT OFFICER (FRONT-END DEVELOPER)

Position Overview

The Front-end Software Developer is responsible for translating design concepts into functional and visually appealing interfaces using HTML, CSS, and JavaScript. They collaborate closely with the design and backend teams to ensure smooth integration of APIs and maintain high standards of code quality and performance. He/she will be responsible to the ICT Specialist (Software Engineering).

Key Roles and Responsibilities

- Develop and maintain responsive, user-friendly web applications and interfaces for ICT projects at the university.
- Collaborate with backend developers, UX/UI designers, and stakeholders to ensure seamless integration of front-end and back-end systems.
- Implement best practices in front-end development, including coding standards, performance optimization, and accessibility.
- Conduct testing, debugging, and troubleshooting to ensure high-quality, reliable software.
- Stay updated with the latest trends and technologies in frontend development to enhance user experience and performance.

Minimum Education Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Strong understanding of software development lifecycle, version control systems (e.g., Git), and agile methodologies.
- Proven experience as a Frontend Developer or similar role, with expertise in HTML, CSS, JavaScript, and front-end frameworks (e.g., Tailwind CSS, Svelte Kit, React, Angular, Vue.js).
- Skills in mobile development will be an added advantage.
- 2 years relevant experience

F. OFFICE ATTENDANT

Position Overview

The Office Attendant will be responsible for the provision of messengerial and cleaning services. He/she will be responsible to the Assistant Administration Officer.

Key Roles and Responsibilities

- Cleaning and disinfecting offices.
- Photocopying and binding documents.
- Collecting and delivering mail, parcels and messages.
- Circulating office files and documents.
- Preparing office refreshments.
- Servicing meetings, workshops and seminars.
- Loading and offloading supplies.
- Washing utensils.
- Opening and closing offices.

Minimum Education Qualifications and Experience

- Malawi School Certificate of Education (MSCE).
- 2 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 **Sunday, 5th May, 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.