



VACANCIES

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

A. Deputy Registrar- Marketing & Communication

The position is tenable in the Registry Services Department. The Deputy Registrar-Marketing and Communication shall report to the Registrar.

Duties and responsibilities

- a. Developing, reviewing and monitoring implementation of policies, plans, strategies, programs, standards and budgets on marketing and communication
- b. Marketing the University's products, services and brand.
- c. Initiating, analysing and conducting market surveys.
- d. Coordinating and implementing community engagement programmes.
- e. Coordinating media relations and consumer affairs.
- f. Preparing and organizing press releases, press briefings, press kits and other communication materials.
- g. Preparing marketing collateral for the University's corporate relations activities.
- h. Representing the University at various fora.
- i. Acting as Information Officer of the university

Qualifications and Experience

- Master's degree in Marketing or Business Administration
- Bachelor's degree in Marketing or Business Administration
- Professional certification(s) such as Chartered Institute of Marketing (CIM)
- Practical know-how in using audio-visual production and graphic designing software such as Adobe Audition, Adobe Premiere, Adobe After Effects, Adobe Photoshop, Adobe InDesign and Adobe Illustrator.
- Minimum 5 years' experience in marketing and communication
- Membership of relevant professional bodies

B. Marketing and Communication Officer

Position Overview

The position is tenable in the Registry Services Department. The Marketing and Communication Officer shall report to the Deputy Registrar- Marketing and Communication.

Duties and responsibilities

- a. Implementing marketing plans to promote the university's programs, research, and initiatives.
- b. Maintaining the university's brand identity, ensuring consistency across all marketing materials.
- c. Maintaining relationships with media representatives, pitching stories and securing coverage for the university.
- d. Supporting the planning and execution of university events.
- e. Conducting market research.
- f. Creating content for university social media platforms.
- g. Updating social media analytics report to inform content and scheduling strategy for the same.
- h. Maintaining a library of high-quality photography.
- i. Updating the University website and microsites.
- j. Designing fit for purpose MUBAS merchandise.
- k. Identifying press and publicity opportunities.

Qualifications and Experience

- Bachelor's degree in Marketing, Communication or related field.
- Experience with digital marketing tools, such as Google Analytics and social media management platforms.

- Knowledge of relevant softwares such as Adobe InDesign, Adobe Illustrator, Adobe Photoshop among others.
- 3 years relevant work experience.
- Membership of relevant marketing bodies

C. Risk Officer

Position Overview

The position is tenable in the Internal Audit Department. The Risk Officer shall report to the Head of Internal Audit. He/she will provide Enterprise Risk Management services.

Duties and responsibilities

- a. Designing and implementing an overall risk management process for the institution.
- b. Implementing and monitoring risk management strategies/activities.
- c. Monitoring compliance with internal control procedures, systems, statutory rules and regulations and follow up on compliance and audit issues that require investigation.
- d. Facilitating the integration of risk management policies and strategies into all departments, strategies and activities.
- e. Preparing appropriate information on risk and internal controls.
- f. Identifying and assessing risks across the University.
- g. Recommending appropriate interventions on risk.
- h. Reviewing standard operating procedures.
- i. Facilitating risk assessment workshops.
- j. Evaluating and improving a service delivery framework for the identification, management and reporting of compliance risks and other risk related issues.
- k. Operationalising risk and compliance assessment tools
- l. Assessing the capacity and relevance of existing internal policies and procedures in mitigating risks.
- m. Preparing and submitting reports.

Qualifications and Experience

- Bachelor's degree in Internal Auditing or other relevant qualifications
- Those with Risk Management Certifications will have an added advantage
- 3 years' relevant experience in risk management.

METHOD OF APPLICATION

Applications with two traceable referees should be sent by **Friday, 23 May, 2025** to talentsearch@mubas.ac.mw addressing 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. Please note that hard copy applications are not allowed.