



JOB VACANCIES

The Malawi University of Business and Applied Sciences (MUBAS) was created by an Act of Parliament No.19 of 2019, as an entrepreneurial university specializing in business and applied sciences.

The newly established University would like to fill the following positions with suitably qualified candidates at a time when it is redefining its niche and globally repositioning its operations to run in compliance with international norms of scholarship and a business culture that characterizes a modern university.

1. DEPUTY VICE CHANCELLOR

The Deputy Vice Chancellor will actively support the Vice Chancellor in the strategic leadership and management of the University, supervision of academic and administrative functions, advancing research excellence, robust consultancies, innovation and academic entrepreneurship. The candidate is expected to have a deep appreciation of both national and global challenges facing higher education in order to assist the Vice Chancellor in providing leadership in the development of the relevant curricula. As an academic leader, the Deputy Vice Chancellor will have to be fully conversant with how to practically lead and manage a higher education institution.

The position offers an opportunity for growth as it provides space for the transformational leadership that Malawi needs to re-engineer its university education while developing governance and management structures, systems, processes and procedures that enhance efficiency, effectiveness and economy as new public management demands. Given the exacting nature of the work, the position, requires an energetic, highly motivated, focused and result-oriented individual.

Minimum Qualifications and Experience

- An earned doctorate degree from an institution accredited or recognized under the National Council for Higher Education Act, 2010; and

- Experience of at least ten (10) years at senior academic and management level.

Specific Requirements

- Demonstrable leadership and management skills;
- Deep knowledge of the development, implementation and assessment of academic programmes at both undergraduate and postgraduate levels;
- Demonstrable strong leadership, team-building and management skills;
- Experience of setting up and managing structures, systems, processes, procedures and regulations that aid advanced scholarship in a modern university;
- Demonstrable marketing skills;
- Strong networking and collaboration skills;
- Demonstrable resource mobilization and utilization background;
- A strong research background exemplified by refereed publications; and
- An understanding of how budgets are developed, monitored and controlled.

Desirable Qualities

- Pragmatic and consultative decision-making;
- Well-reasoned decision-making ability;
- Approachable, flexible and change-oriented;
- A high level of personal motivation, energy and enthusiasm;
- Resilient and the ability to work effectively under pressure;
- Exceptional communication, persuasive and interpersonal skills;
- Ability to hold critical conversations as a means of achieving mutually desired goals;
- Ability to mobilize and inspire others towards shared goals; and

- Capable in both developing strategy and operationalizing strategy into plans and projects.

Specific Duties and Responsibilities

Strategic Leadership and Management

- Providing strategic leadership to all academic matters that speak to the mission, vision, character, niche and culture of MUBAS as a re-engineered institution;
- Taking charge of organizing regular professional academic activities geared at inculcating a culture of serious scholarship among new recruits and established staff members requiring continuous development in their chosen disciplines;
- Enforcing compliance with statutory and regulatory requirements; and
- Supervising and carrying out Staff Performance Management assessment in their offices to ensure responsibility and accountability for maximized productivity.

Resource Mobilization, Entrepreneurship and Innovation

- Promoting collaboration between the academy and the industry through consultancies and need-driven outreach activities embedded in nationally and internationally-relevant policies;
- Leading the development of marketing strategies to increase MUBAS' visibility and availability to both the local and international community; and
- Working with the Vice Chancellor and Executive Management towards the development of major themes for research, consultancy and public engagement for resource mobilization.

Internationalization and Networking

- Leading Executive Deans in the cultivation of both local and international partnership, meant to enhance cross-fertilization of ideas and exchange of students and staff;
- Serving as custodian of academic standards used by the National Council for Higher Education to assess the quality of universities;
- Tracking criteria for continental and global rankings to feed into the academic structures, systems, processes and procedures of the university to raise the international standing of the institution; and
- Leading the development of marketing strategies to increase MUBAS' visibility and availability to both the local and international community.

Academic Affairs Management

- Serving as a custodian of academic standards used by the National Council for Higher Education to assess the quality of universities;
- Chairing all subcommittees of Senate and other academic ad hoc committees that may be required from time to time;
- Providing the Vice-Chancellor with regular updates on how the MUBAS academic business is progressing at departmental and school levels;
- Setting standards for the recruitment of academic staff members and applying the standards for talent identification;
- Providing academic and administrative oversight on the Schools to ensure that they mirror good practices informing academic business worldwide; and
- Providing leadership in conducting regular tracer studies to inform relevant development of curricula.

The Deputy Vice-Chancellor shall hold office for a period of five years and, subject to satisfactory performance, be eligible for re-appointment for one further term.

2. REGISTRAR

As the Head of Administration, Secretary to Council and Advisor to Executive Management, the Registrar is responsible and accountable to the Vice Chancellor and, therefore, takes charge of all administrative matters that facilitate the core business of the University. This demanding position requires a unique combination of strong leadership, technical, and interpersonal skills. The Registrar must create and maintain collaborative working relationships with institutional leadership, faculty, and staff and support university programmes and policies. The Registrar acts as a central communication resource for academic and policy information related to student records management. The Registrar is responsible for the maintenance and integrity of academic records.

Minimum Qualifications and Experience

- Master's degree in Education/Management or related field from accredited and internationally recognized universities;
- Ten (10) years' relevant experience at management level in a university.

Specific Requirements

- Knowledge of the rules, regulations, and laws

regarding student management system;

- Knowledge and experience in the implementation of a workable performance management system that can hold staff responsible and accountable for the business they are engaged in;
- Proven ability to facilitate development of administrative structures, procedures, processes and regulations appropriate to a higher education environment;
- Drafting skills in writing minutes, reports, proposals and advisory notes for the attention of Management;
- Appreciation of the relevance of the new public management to the transformation of modern universities;
- Practical knowledge of industrial relations and dispute resolution;
- Verifiable ability to nurture inter-institutional collaborations;
- Familiarity with project management in higher education;
- Capability to oversee provision of outsourced services;
- Awareness of how effective strategic planning should be pursued;
- Familiarity with parameters for ranking universities in the world;
- An understanding of the role of Registry in the assessment of a higher education institution provided by the National Council for Higher Education;
- Appreciation of the uniqueness of higher education institutions;
- Capacity to lead diverse teams of administrative professionals; and
- Awareness of national, regional and global policies that affect higher education.

Desirable Qualities

- A professional mind-set of proactively identifying opportunities for enhancement of outputs and finding solutions to challenges;
- Strong interpersonal skills, with ability to communicate and build good working relationships with academic and non-academic colleagues and students;
- Ability to work calmly under pressure, and adapt

readily to changing circumstances;

- Knowledge of the characteristics of an entrepreneurial university;
- Knowledge of global trends in higher education;
- Team building skills appropriate to the academy;
- Excellent written communication skills with proven ability to use these to convey routine information in a polite and efficient manner with accurate spelling and good grammar; and
- Able to keep a reliable record of discussions and meetings, summarize key outcomes and write clear and concise reports relating to complex subject matters.

Specific Duties and Responsibilities

- Overseeing all operations in the student's registration process;
- Developing and reviewing administrative policies, plans, strategies, procedures, guidelines, regulations and budgets;
- Coordinating and servicing University Council and its Committees;
- Developing, maintaining and monitoring efficient records management system for the University;
- Coordinating and monitoring provision of office services, security services, fleet management services and outsourced services including legal matters;
- Monitoring provision of health care services;
- Coordinating the development, maintenance and leasing of university estates;
- Organizing and monitoring ceremonies and other congregation functions of the University;
- Fostering the image of the University including development and publication of essential university information documents;
- Establishing and maintaining partnership with government, the public and private sectors, development partners and international communities.

The Registrar shall hold office for a period of five years and, subject to satisfactory performance, be eligible for re-appointment for one further term.

3. DIRECTOR OF FINANCE AND INVESTMENTS

The desirable candidate is expected to be a seasoned finance manager who is capable of providing solid

leadership to the finance function. The person should also demonstrate capacity to operate in an academic environment. Additionally, the candidate is supposed to have demonstrable ability to contribute to the creation of an entrepreneurial university capable of weaning itself from overdependence on government subvention. The role requires capability for tactful interaction with members of executive management and analytical skills which a financial advisor to the Vice-Chancellor should possess. A flair for developing innovative financial policies in resonance with Government legislation is critical to this role for it to be effectively executed.

Minimum Qualifications and Experience

- A professional qualification such as ACCA, CPA or CIMA (Master's degree in Finance or related field from a reputable and accredited institution that is internationally recognized will be an added advantage); and
- Ten (10) years' relevant experience at management level.

Specific Requirements

- Capacity to oversee preparation and implementation of financial and investment policies;
- Capability for strategic planning;
- Appreciation of the role internationalization plays in the development of academic institutions;
- Familiarity with global trends in funding for higher education institutions and how those funds are accounted for;
- An understanding of the role of financial prudence in the global ranking of universities; and
- Appreciation of the importance of judicious financial management to quality and assurance in higher education.

Desirable Qualities

- Knowledge of how academic research projects and consultancies are developed and implemented to ensure that they contribute to institutional development;
- Familiarity with national, regional and global policies influencing higher education funding;
- Understanding of insurance and pension matters;
- Ability to administer a performance management system;

- Verifiable capacity for interpersonal communication skills; and
- Evidence of willingness to be a continuous learner as part of building capacity in Finance and Investment Division.

Specific Duties and Responsibilities

Financial Management

- Preparing consolidated financial statements and other reports;
- Coordinating the management of assets and goods in the stores department;
- Coordinating the management of insurance and pension portfolios;
- Coordinating the implementation, monitoring and reviewing management of stores, finances and investment policies, plans, budgets, strategies, procedures and regulations; and
- Establishing investment ventures that are viable together with methods for accounting for them.

Financial Planning

- Participating in the overall strategic planning of the university;
- Developing and monitoring implementation of Financial and Investment policies, plans, budgets, strategies, procedures and regulations.

Risk Management

- Identifying institutional risks and measures to address them;
- Monitoring and reviewing the effectiveness of internal controls; and
- Mobilizing and accounting for financial resources.

Supervision

- Enforcement of performance management system;
- Ensuring that agreed upon work plans are implemented; and
- Identifying weaknesses in staff for correction through training and continuous education.

Secretariat Services

- Providing secretarial services to the Finance Committee of Council and its ad hoc Committees in collaboration with the University Registrar; and
- Developing and presenting papers on financial matters during orientation programmes of newly appointed members of Executive Management.

The Director of Finance and Investments shall hold office for a period of five years and, subject to satisfactory performance, be eligible for re-appointment for one further term. The Director of Finance and Investments will report to the Vice Chancellor and shall, therefore, be expected to support the Vice Chancellor with financial management and investment so that the core functions of the university are prudently implemented.

4. LIBRARIAN

The newly established MUBAS is looking for a capable and modern University Librarian who should be fully conversant with how vibrant libraries in the current global environment operate. This demanding position requires a seasoned self-driven manager who understands the academic environment well and can cultivate rapport with demanding library users.

Minimum Qualifications and Experience

- PhD in Library and Information Science or related field from accredited and internationally recognized universities;
- Seven (7) years' experience in managing a library.

Specific Requirements

- Capacity to analyze and interpret user data to develop a library's catalogue to best serve the needs of patrons;
- Management of the thousands of items in a library collection;
- Capability to adapt to change;
- Capacity to handle information curation;
- Experience in cataloguing;
- An affinity for books and other publications;
- A love of knowledge and learning;
- A desire to work around people in a busy set up;
- Awareness of national, regional and global rankings among universities;
- Capacity for strategic planning; and
- Team-building capacity among diverse professionals.

Desired Qualities

- Desire to meet and serve the library user community;
- Ability to think analytically and to develop new or revised systems, procedures and work flow befitting a modern library;

- Ability to exercise initiative and independent judgement;
- Knowledge of computers, the internet, and commercially available software;
- Ability to handle the complicated web of connections libraries have with businesses, suppliers, local organizations and other partners;
- Ability to organize library materials in an easily accessible form;
- Ability to handle multimedia communication;
- Ability to manage documentation; and
- Ability to contribute, monitor and control the institutional annual budget.

Specific Duties and Responsibilities

- Developing, reviewing, monitoring and implementing policies, plans, programmes, strategies and budgets for the University library;
- Mobilizing information, financial and material resources for supporting library services;
- Developing and implementing user information literacy programmes;
- Marketing and promoting library resources and services;
- Developing and maintaining partnerships with other academic and research libraries as well as national, regional and international library associations;
- Setting and monitoring implementation of standards for the University Library;
- Developing, reviewing and monitoring cataloguing, reader services and new library technologies;
- Supporting research activities and publications of the University;
- Maintaining and securing library resources;
- Preparing reports; and
- Allocating work and appraising staff.

As the Head of Library Services, the Librarian shall report to the Deputy Vice Chancellor. The Librarian shall hold office for a period of five years and, subject to satisfactory performance, be eligible for re-appointment for one further term.

5. DIRECTOR OF STUDENT AFFAIRS

MUBAS is looking for an individual who will head the Directorate of Student Affairs at a time when

the University is repositioning itself to operate in conformity with global trends currently applicable to the provision of student support services. This newly introduced and demanding position requires multiskilled managers that are able to undertake a wide range of tasks simultaneously and without expecting to be prompted. It also calls for strong supervisory skills and rational decision-making befitting an environment where critical thinkers operate.

Minimum Qualifications and Experience

- PhD from accredited and internationally recognized universities;
- Seven (7) years' practical experience in managing students.

Specific Requirements

- General leadership qualities with the ability to mobilize the academic community, students, alumni and external stakeholders in the University's drive to provide cutting edge Student Affairs Leadership;
- High level administrative skills;
- Sound knowledge into and vision of the public higher education sector;
- Ability to develop and maintain good human relations;
- Excellent drafting skills required when preparing minutes, reports, proposals and recommendations for the attention of Executive Management; and
- Skilled in analyzing and organizing data sets into reports and presentations.

Desired Qualities

- **Commitment to Excellence:** Contributes to the success of the university by consistently providing quality results in the performance of his/her job duties and responsibilities;
- **Respect and Cooperation:** Promotes cooperation through open and honest communications and consideration of others' ideas, thoughts, and opinions;
- **Dependability:** Does due diligence to complete assignments within specified timeframes and/or fulfill commitments;
- **Integrity:** Demonstrates high ethical standards of conduct in the performance of his/her job duties and responsibilities; and
- **Flexibility:** Promptly responds to changes in work priorities and/or unexpected circumstances or situations.

Specific Duties and Responsibilities

- Develop a comprehensive strategy for the Student Affairs Directorate aligned to the strategic objectives of the University and its internationalization policy;
- Provide innovative ways in handling the pandemic and challenges of students' welfare;
- Keep a record of all international and local students at both undergraduate and postgraduate levels including those requiring the support of loans;
- Raise the level of student leadership to international standards by creating a learning and caring environment and community where strong, effective, responsible, disciplined and accountable leadership befitting a university is developed;
- Provide dynamic and effective leadership in the promotion of student ethics and the administration of human rights enshrined in the Malawian Constitution and the Act of the University;
- Develop plans and strategies for the provision of internationally acceptable on and off-campus and approved accommodation conducive to the holistic development of young future leaders;
- Provide leadership in making the academic project pivotal to student life both on and off-campus;
- Raise the profile of the Directorate and its activities nationally and internationally through the use of a regularly updated website;
- In liaison with the office of the University Registrar, oversee staff development and management using the available Performance Management System applicable to all staff members deployed in the Directorate;
- Ensure high quality governance arrangements are operational among both staff and students falling under the Directorate;
- Manage effective and efficient utilization of the budget applicable to the Directorate;
- Participate in the preparation of the annual budgetary estimates of the Directorate;
- Develop, implement and monitor all policies related to student affairs to ensure that they were properly aligned to University and National policies, rules and regulations, on gender and sexual harassment;
- Manage risks that may emerge in the course of the Directorate performing its functions;

- Orient all students to what is expected of them academically and socially while they are on campus and avail to them the required literature in these areas;
- Oversee provision of recreational, religious and counselling services as may be required by students in the course of studying; and
- Liaise with employers looking for interns from the University during long vacations to see how placements could match student programmes.

The Director of Student Affairs shall hold office for a period of five years and, subject to satisfactory performance, be eligible for re-appointment for one further term. The Director of Student Affairs will be reporting to the Vice Chancellor on promotion of the University's global excellence and stature by providing strategic and operational leadership for the Directorate meant to address the holistic welfare of both local and international students who would be admitted into the University with different needs.

REMUNERATION

The University shall provide the successful candidates with an attractive compensation and benefit package in accordance with its existing structure of benefits. Interested applicants are encouraged to submit their applications together with their visions for the office applied for, Curricula Vitae, names and addresses of three traceable referees to the undersigned. Shortlisting of candidates to undergo interviews will be based on the quality of the documents to be submitted to the following address:

The Chairperson of Council
Malawi University of Business and Applied Sciences
Private Bag 303
Blantyre 3

Electronic copies of the application should be sent to: recruitment@mubas.ac.mw

Applications should be in by **21st February, 2022.**