



Mzuzu
University

CENTRE FOR OPEN DISTANCE AND E-LEARNING

VACANCY

OPEN DISTANCE AND E- LEARNING TUTORS

Mzuzu University invites applications from suitably qualified candidates to fill the positions of **TUTORS** on part time basis for the Open Distance and e-Learning (OdeL) programmes. Successful candidates will be expected to support students who are pursuing the following programmes: Bachelor of Arts (Communication Studies), Bachelor of Education (Sciences), Bachelor of Education (Languages), Bachelor of Education (Arts), Bachelor of Business (Tourism Management), Bachelor of Hospitality Management, Bachelor of Science (Energy Systems), Bachelor of Science (Fisheries and Aquatic Sciences), Bachelor of Science (Forestry and Environmental Management), Bachelor of Science (Water Resources Engineering and Management), Bachelor of Culture and Heritage Tourism, Bachelor of Arts (Sports Management), and Bachelor of Library and Information Science.

The successful candidates will be supporting the course facilitators and will be expected to help in marking, invigilation and conducting tutorial services through online and face to face interactions. Tutors will be responsible for supporting open distance and e- learning students to understand different subjects. The tutors are expected to be available and accessible to students in the University's five Satellite Learning Centres in Mulanje, Balaka, Lilongwe, Karonga and Mzuzu.

1. Department of Biological Sciences

Tutors in Environmental Sciences, human/animal science, biochemistry/genetics/molecular Biology/parasitology/entomology.

Candidates must have a Bachelor's Degree in Biological Sciences with credit or upper second class obtained from a reputable and accredited institution of higher learning. Those with honours will have an added advantage. The candidate must also have experience in teaching and technical laboratory work.

2. Department of Education Foundation

Tutors in Inclusive Education, Sociology of Education, Curriculum Theory and Practice, Instructional Media and Technology, Philosophy of Education, Testing, Measurement and Evaluation, Introduction to the Teaching Profession.

Candidates must have a Bachelor's Degree in Education with a credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those with Master of Education degrees or at least currently pursuing a Master of Education Degree program will have an added advantage.

3. Department of Communication Studies

Tutors in Communication skills, Mass Media Writing, Statistics and Principles of Economics

Candidates must have a Bachelor's Degree with concentration in Communication, English, Mathematics, Journalism or Economics with a credit or upper second class obtained from a reputable and accredited institution of higher learning.

4. Department of Mathematics and Statistics

Tutors in Mathematics and Statistics

Candidates must have a Bachelor's Degree with majors in Mathematics or Statistics with at least a credit or Upper Second Class obtained from a reputable and accredited institution of higher learning.

5. Department of Chemistry

Tutors in Chemistry

Candidates must have a Bachelor's Degree with majors in Chemistry with at least a credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those with MSc in Chemistry will have an added advantage.

6. Department of Physics and Electronics

Tutors in Physics and Electronics

Candidates must have a Bachelor's Degree in Physics or Physics and Electronics, or any related field with a major in Physics. The Bachelor's Degree must be from a reputable and accredited institution of higher learning and with at least a credit or Upper Second Class. Those with MSc in Physics from a reputable and accredited institution of higher learning will have an added advantage.

7. Department of Teaching, Learning and Curriculum Studies

Tutors in Chichewa, English, French, Geography, Bible Knowledge, History, Mathematics, Physics, Chemistry and Biology Teaching Methodologies.

Candidates must have a Bachelor's Degree in Education with a credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those with Master of Education (Teacher Education,

Language Education, Science Education or Social Science Education) degrees or at least currently pursuing a Master of Education (Teacher Education, Language Education, Science Education or Social Science Education) Degree program will have an added advantage.

8. Department of Fisheries and Aquatic Science

Tutors in Fish Processing and quality Management, Fisheries management (Fisheries governance and Policy), Aquatic ecology and water quality Management, Fisheries biology and diversity, Fisheries Economics, Aquaculture, Fishing gear Technology, Fish genetics and molecular biology.

Candidates must have a Bachelor's Degree in Fisheries and Aquatic Science with at least credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those with Master of Fisheries and Aquatic Science degrees or at least currently pursuing a Master of Fisheries and Aquatic Science Degree program will have an added advantage.

9. Department of Library and Information Sciences

Tutors in Organisation of Knowledge, Knowledge Management, Collection Development, Marketing of Library and Information Science, Records Management, Digital Library Management, Research Methods, Information and Human Rights, Publishing Industry and Processes, Intellectual Property Rights.

Candidates must have a Bachelor's Degree in Library and Information Science or its equivalent with a minimum of a Credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those currently pursuing a Master of Library and Information Science degree or its equivalent will have an added advantage.

10. Department of Water and Sanitation

Tutors in Engineering Drawing, Engineering Geology, Surveying I & II (practical session with surveying equipment such as total station), Wastewater Engineering, GIS and Remote Sensing, Hydrogeology and Groundwater Exploration, Hydropower and Energy Systems, Modelling in Water Resources, Hydraulics I, Hydraulics II, Hydraulic Structures, Fluid Mechanics, Water Quality, and Treatment and Pollution Control

Candidates must have a Bachelor's Degree in Water Resources Management Civil Engineering, Irrigation Engineering, Agricultural Engineering with at least credit or Upper Second Class obtained from a reputable and accredited institution of higher learning. Those with Master of Science in Water Resource Management degree or at least currently pursuing a Master of Science in Water Resource Management Degree program will have an added advantage.

KEY DUTIES AND RESPONSIBILITIES

The following are the key duties and responsibilities of the ODeL TUTORS:

- (a) Provide academic support to Open, Distance and e-Learning students studying in their discipline of specialty;
- (b) Represent course facilitators well, by knowing all the procedures related to the course and attendance of tutorials;
- (c) Assist course facilitators with tutoring, marking, counselling students in their area of study;
- (d) Prepare well for each contact session by being familiar with the students list, study materials, assignments and related documents;
- (e) Give feedback to the Mzuzu University preferably through written report highlighting problems that both tutors and the learners encountered, while suggesting possible solutions or interventions;
- (f) Keep record of attendance / participation, enquiries, assignments marking, contact details of and all correspondence with learners as well as with the institution;
- (g) Conducting ODeL remedial tutoring and other support services including video conferencing;
- (h) Facilitating ODeL student study circles at the Centre and its catchment area;
- (i) Providing meaningful and helpful guidance and feedback for learners' assessments that will help motivate learners;
- (j) Advising the Director of the Centre for Open, Distance and e-learning on matters concerning academic support services;
- (k) Any other reasonable duties as assigned by the University.

EXPERIENCE

- (a) A minimum of three (3) years relevant post-qualification work experience.
- (b) Candidates with experience in teaching or tutoring in ODeL will have an added advantage.
- (c) Excellent skills in Information and Communication Technology and ability to use learning management system (MOODLE).

COMPETENCIES AND PERSONAL ATTRIBUTES

The ideal candidate for the position must:

- (a) Have excellent interpersonal skills, and able to deal with a diverse team;
- (b) Have the ability and willingness to promote learning through open, distance and e- learning;
- (c) Be able to use information and communication technology in teaching and supporting students and communicating with other arms of Mzuzu University;
- (d) Ability to work with students from diverse educational, cultural and backgrounds;
- (e) Be commitment to student centred learning;
- (f) Organised and be able to apply systematic approach to work;
- (g) Be results oriented; and
- (h) Have excellent oral and written communication skills.

Remuneration

Remuneration to commensurate with the level of appointment based on qualification and academic rank, and in accordance with Mzuzu University part-time teaching.

Method of Application

Hard copy applications should be submitted through the Registry and should include an up-to-date Curriculum Vitae (CV), ***copies of academic and professional qualifications*** as well as names and contact details of three traceable referees, and should be addressed as follows:

**VAC-CODEL TUTORS
University Registrar
Mzuzu University
Private Bag 201
LUWINGA
MZUZU 2**

Or Electronic Submission:

Electronic submission of the application should be sent as attachments in PDF or MS Word format to jobvacancies@mzuni.ac.mw. The subject line of the application should read, "Application for the Post of ODeL Tutor".

To be received not later than **Friday, 23rd May, 2025**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.