



Mzuzu University

JOB VACANCY

DIRECTOR OF THE CENTRE FOR OPEN, DISTANCE AND e-LEARNING (ODEL)

About Mzuzu University

Mzuzu University (MZUNI) is a public University established by the Laws of Malawi Cap 30:09 (*Mzuzu University Act No. 12 of 1997*). Currently, the University has six faculties of Education; Environmental Sciences; Health Sciences; Tourism, Hospitality and Management; Science, Technology and Innovation; and Humanities and Social Sciences. It is a dual mode University offering its courses through face-to-face and open, distance and e-learning (ODEL) teaching and learning modes. It also offers some of its programmes on block, weekend and vacation release. The University has a current enrolment of 8631 students. The number is expected to increase to over 11,000 at the beginning of 2025/26 Academic Year. The target is to increase the student enrolment to 19,000 by 2030.

MZUNI has its main campus located in Mzuzu City at Luwinda which also houses its ODeL Main Hub. It has a Tourism and Hospitality Skills Application Centre located at Dunduzu within the City. MZUNI has a physical presence in all the four regions of Malawi through its purpose-built and well-equipped ODeL Satellite Learning Centres in Karonga, Lilongwe, Balaka and Mulanje. The University is also working towards establishing its future main campus at Choma within Mzuzu.

Applications are therefore invited for this exciting and demanding position of the Director of Open, Distance and e-Learning.

Job Title : Director of the Centre for Open, Distance and e-Learning

Grade : MU 4

Responsible to : Vice-Chancellor

Responsible for : Satellite Centre Managers
Curriculum and Delivery Specialist
Science and Technology Specialist
Materials Production Specialist

Duties and Responsibilities

The Director of Centre for Open, Distance and e-Learning is required to fulfil the following duties and responsibilities, *inter alia*:

(a) Leadership and Management

- i. Coordinating and planning the University's ODeL programmes;
- ii. Developing and fostering implementation of ODeL academic programmes, plans, policies and strategies of the University;
- iii. Overseeing the formulation, development and implementation of ODeL's policies, long term strategy, and business plans;
- iv. Overseeing the process of formulating annual work-plans and budget for the Institutes and its Satellite Learning Centres;
- v. Establishing proper internal monitoring and control systems and procedures;
- vi. Providing leadership for improved ODeL service delivery, appraising performance of staff to ensure effective implementation of performance management systems;
- vii. Coordinating the organization of stakeholder forums, conferences and workshops on ODeL in the University;
- viii. Ensuring the development of effective operational systems to address the expanded and dynamic nature of ODeL in the University;
- ix. Creating a conducive work environment, building and nurturing a highly motivated and disciplined workforce to achieve maximum human resource utilization;
- x. Advising the Vice-Chancellor, line managers and committees on ODeL mode of delivery;
- xi. Coordinating the development, maintenance and leasing of ODeL facilities in liaison with the University Registrar;
- xii. Developing and managing ODeL records system in liaison with the University Registrar; and

- xiii. Compiling and submitting Reports to the Vice-Chancellor.

(b) Academic Affairs

- i. Collaborating with the Faculties and ODeL members of staff in addressing various student challenges and providing student learning support services;
- ii. In liaison with Faculties, ensuring that courses offered through ODeL meet the overall educational standards of the University;
- iii. Coordinating training of facilitators in the use of distance education technologies, methods and approaches; and
- iv. Enforcing students' discipline through enforcement of students' rules and regulations governing students' behaviour in liaison with the University Registrar.

(c) Visibility and Publicity

- i. Promoting networking, partnerships, linkages and benchmarking with relevant bodies locally and internationally for exchange of best practices in ODeL; and
- ii. Supporting marketing of ODeL programmes to outside stakeholders in liaison with the University Registrar.

(d) Financial/Business Management

Mobilizing resources and ensuring prudent management of finances, assets and other material resources.

(e) Quality Assurance

Supporting the establishment and monitoring the implementation of ODeL standards so that the quality of the graduates is consistent with both regional and international expectations.

Qualifications

The candidates must satisfy the following requirements:

- i. An earned Doctorate Degree plus a Bachelor's Degree in their field of study obtained from institutions accredited or recognized by the National Council for Higher Education; and

- ii. Ten (10) years' experience in a senior academic or management position in a higher education institution.

Desired Attributes and Skills

- i. Excellent leadership and organizational skills;
- ii. Successful supervisory experience in a people-oriented environment;
- iii. Ability to develop, plan, and implement short and long-range goals;
- iv. Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community;
- v. Visionary and result-oriented;
- vi. Effective verbal and written communication skills;
- vii. Work independently and handle multiple projects with varying priorities;
- viii. Ability to work collaboratively in a higher education environment;
- ix. Ability to advise faculty in the design, development, and implementation of technology that supports and enhances quality instruction and student learning; and
- x. Strong technical writing skills and experience in developing training materials.

Terms and Conditions of Service

Mzuzu University provides an attractive salary and benefits in accordance with its emolument structure. The appointment is for a period of four (4) years.

Age Requirement

The normal retirement age for MZUNI is sixty-five (65) years. Applicants should not be more than sixty-one (61) years of age at the time of appointment to be able to serve a four (4)-year term.

Instructions and Mode of Application

Applicants are required to adhere to the following instructions:

- a) Applications should be submitted strictly through e-mail to: ur@mzuni.ac.mw;
- b) All documents should be in PDF Format;
- c) The subject line for the e-mail should read: *“Application for the Post of Director of Open, Distance and e-Learning”*;
- d) The application package should include the following documents:
 - i. An application letter with a motivation for the position;
 - ii. An up-to-date curriculum vitae (CV) with names and contact details of three traceable referees; and
 - iii. Certified/Notarised copies of academic and professional qualifications.

Closing Date

The application should be e-mailed before midnight of **Friday, 22nd August 2025**. Note that only shortlisted candidates will be acknowledged.

The University is an equal opportunity employer and therefore encourages applications from qualified men, women and persons living with disabilities.

For further details regarding the vacancy and MZUNI, please visit the website: **www.mzuni.ac.mw**, or contact:

University Registrar and Secretary to the Council
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2
MALAWI

Dated 30th July 2025