



MZUZU UNIVERSITY TRUST FUND VACANCIES

BACKGROUND

Mzuzu University (MZUNI) was modelled on the principle of self-sustenance and less dependence on Government budgets. Accordingly, the Mzuzu University Act (1997) entrenched the establishment of the Mzuzu University Trust Fund and the creation of a Board of Trustees in Section 13 of the Act. The Trust was endorsed by the Government of Malawi through a Trust Deed of May 5, 1998. It is a tool and legal mechanism through which the University can enter into business and commercial dealings and transactions with both the public and private sectors.

A rare opportunity has arisen to engage the services of a qualified persons to fill the positions of Business Development Officer and Trust Fund Accountant, tenable at the University's Trust Fund Secretariat in Mzuzu.

1.0 BUSINESS DEVELOPMENT OFFICER

SUMMARY OF THE JOB

Reporting to the Trust Fund Manager, the Business Development Officer will be responsible for proactively developing and building a pipeline of investment project opportunities that provide for new business investments, new customer relationships and assist in managing existing business investments and customers for long-term business growth and success of the Trust Fund.

The following are the key duties and responsibilities of the Business Development Officer:

- a) Writing bankable business investment proposals - investigating and compiling investment project proposals in line with business appraisal requirements of the Mzuzu University Trust Fund;
- b) Implementing approved investment project proposals;
- c) Producing quarterly progress reports on business investments made by the Trust Fund and submitting these to Management;

- d) Maintaining and developing a business investment and customer or stakeholder and prospect database and ensuring that these are regularly contacted and visited;
- e) Carrying out market, competitor and customer surveys to ensure that business opportunities and other viable income streams are exploited;
- f) Analyzing current and past financial data to inform strategies for cutting costs and increasing revenue as well as determining most viable, cost-effective approaches to pursuing new business opportunities;
- g) Identifying and developing new markets for the Trust Fund and its business investments;
- h) Drawing up agreements and MOUs on approved business investment proposals and ensuring that these are duly executed by all parties involved;
- i) Managing and retaining relationships with existing business partners and donors;

REQUIREMENTS & QUALIFICATIONS

- (a) Candidates must have a minimum of a first degree in economics and/or finance, business or marketing from reputable and accredited institution recognized by Mzuzu University Trust Fund.
- (b) Proficiency in computer application packages including Stata, Eviews, Microsoft Excel, PowerPoint, and Google Drive.
- (c) Notably pleasant, strong business acumen, with ability to successfully develop and pitch ideas to potential investors;
- (d) At least five (5) years post-qualification relevant experience in business and economic analysis.
- (e) Relevant experience in institutions of higher learning will be desirable.

COMPETENCIES AND PERSONAL ATTRIBUTES

The ideal candidate for the position must:

- (a) Have business management skills with a bias in managerial economics, project management, fundraising, marketing and business development;
- (b) Have excellent quantitative, analytical, organizational, and presentation skills using appropriate computer application packages;
- (c) Have excellent oral and written communication skills;
- (d) Have good interpersonal skills and ability to deal with a diverse workforce.
- (e) Be able to work independently and accomplish tasks accurately and by established deadlines

2.0 TRUST FUND ACCOUNTANT

SUMMARY OF THE JOB

Reporting to the Trust Fund Manager, the accountant will be responsible for managing all financial transactions, ensuring that the Trust Fund's financial records are accurate and up-to-date, and providing financial analysis and reporting to management.

The following are the key duties and responsibilities of the accountant:

- a) Overseeing the financial operations of the Trust Fund and its business units, including budgeting, forecasting, and accounting.
- b) Working closely with the management team to ensure that the financial goals are met.
- c) Preparing budgets, financial reports for the management.
- d) Reviewing and analyzing financial statements.
- e) Ensuring compliance with financial regulations.
- f) Reviewing and approving financial statements.
- g) Ensuring the accuracy of all financial transactions.
- h) Overseeing the preparation of annual budgets.
- i) Monitoring actual results against budgeted amounts.
- j) Providing financial analysis and advice to hotel management.

REQUIREMENTS AND QUALIFICATIONS:

- a) Bachelor's degree in accounting, finance, or business administration
- b) Strong understanding of Generally Accepted Accounting Principles (GAAP)
- c) Over 3 Years' experience working in a busy accounting / finance field is an added advantage

COMPETENCIES AND PERSONAL ATTRIBUTES

The ideal candidate for the position must:

- a) Have excellent quantitative, analytical, organizational, and presentation skills using appropriate computer application packages;
- b) Have excellent oral and written communication skills;
- c) Have good interpersonal skills and ability to deal with a diverse workforce.
- d) Be able to work independently and accomplish tasks accurately and by established deadlines

METHOD OF APPLICATION

The applications should include an up-to-date detailed Curriculum Vitae (CV), ***copies of their academic and professional qualifications*** as well as names and contact details of three traceable referees. The job title should be indicated on the envelope and sent to:

**Trust Fund Manager
Mzuzu University Trust Fund
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 trustfund@mzuni.ac.mw. The subject line of the application should read, "Application for the Post of Business Development Officer" OR "Application for the Post of Trust Fund Accountant".

To reach the University not later than **Friday, 13th March, 2026**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.