



MZUZU UNIVERSITY

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. Successful candidates will be expected to support students who are pursuing the following programmes: Bachelor of Education Sciences, Bachelor of Education (Languages), Bachelor of Education (Arts). The successful candidates will be supporting the course facilitators and expected to help in conducting Micro/Peer lessons through face to face interactions.

Tutors will be responsible for supporting open distance and e- learning students in planning, preparation and observing lessons. The tutors are expected to be available and accessible to students in the University's five (5) Satellite Centres of Open, Distance and e-Learning in Mulanje, Balaka, Lilongwe, Karonga and Mzuzu (Main Hub)

KEY DUTIES AND RESPONSIBILITIES

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

- (a) Provide support in the conduct of micro/peer lessons 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 by providing support to students through planning, preparation and observation of lessons in their area of study;
- (d) Keep record of attendance / participation, enquiries, assignments marking, contact details of and all correspondence with learners as well as with the institution;
- (e) Conducting ODeL remedial tutoring and support the students in peer teaching activities;
- (f) Providing meaningful and helpful guidance and feedback for learners' assessments that will help motivate learners;
- (g) Any other reasonable duties as assigned by the University.

QUALIFICATIONS AND EXPERIENCE

- (a) Candidates must have a credit or upper second-class Bachelor's Degree from a reputable and accredited University.

- (b) A minimum of three (3) years relevant post-qualification work experience.
- (c) Candidates with experience in teaching or tutoring in ODeL will have an added advantage.

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 committed 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, 30th September, 2021**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.