



MZUZU UNIVERSITY

JOB VACANCIES

Mzuzu University is Malawi's Second Public University established under the Laws of Malawi Cap 30:09, Mzuzu University Act No. 12 of 1997. The University is a dual mode public institution and hence has face-to face and open, distance and e-learning (ODEL) students. Mzuzu University also offers some of its programmes on block, week-end and vacation releases and through collaborations with international partners.

The University invites applications from suitably qualified candidates to fill the following vacant positions:

ADMINISTRATION DEPARTMENT

Vacancy No. 1: Assistant Registrar

Duties and Responsibilities

Reporting to the Registrar, the successful candidate will assist in performing some (or) all of the following duties:

- (a) Servicing statutory and non-statutory committees and ensuring that all committee meetings take place and their records are kept properly;
- (b) Interpreting policies, policy guidelines and overseeing their implementation;
- (c) Handling administrative and human resource management activities such as maintenance of staff establishment; recruitment and induction of new staff; performance management process; staff development; staff

- welfare; staff discipline; industrial relations; and termination of appointments;
- (d) Handling academic matters such as admissions and registration; curricula and new programmes; academic calendar; timetabling, teaching, examinations, assessment and communication of results; issuance of academic transcripts; disciplinary matters; and congregation ceremonies;
 - (e) Overseeing management of transport, clinic, maintenance of buildings, landscaping and security services;
 - (f) Providing general managerial and administrative guidance and support to faculties and departments;
 - (g) Processing staff clearance applications and employment permits for non-domiciled staff;
 - (h) Administering staff medical and pension schemes; and
 - (i) Any other reasonable duties as assigned by the Registrar.

Qualifications

- (a) Master's degree and Bachelors' degree in Public/Business Administration, Human Resource Management or equivalent obtained from a reputable and accredited institution of higher learning.
- (b) A minimum of four years' experience of providing administrative support services, preferably at an institution of higher learning.
- (c) Candidates should also have the following demonstrable attributes:
 - (i) Excellent organization and coordination skills for working with different teams in a busy and complex environment;
 - (ii) Ability to pay attention to detail;
 - (iii) Excellent communication and interpersonal skills; and
 - (iv) Those with demonstrable quantitative skills will have an added advantage.

Vacancy No. 2: Sports Coordinator

Duties and Responsibilities

Reporting to the Registrar, the successful candidate will be responsible for the following duties:

- (a) Coordinating administrative tasks related to sporting activities, such as affiliation to various sports bodies; booking facilities; arranging fixture dates for internal and external games; competitions and arranging transport for teams to away games;
- (b) Ensuring that sports clubs are aware of their responsibilities;
- (c) Ensuring compliance with rules and regulations for every sport as provided by national and international bodies;
- (d) Providing support to sports clubs to ensure they undertake all the necessary planning and procedures in relation to club development and events;
- (e) Preparing and administering University annual sports budget in liaison with the Dean of Students;
- (f) Working alongside colleagues in Student Affairs, the Dean of Students, Finance, Clinic, Wardens, Student Union, Transport Section and the sports clubs to ensure the health and safety of student sports and that all necessary procedures are adhered to, such as trip registration;
- (g) Developing effective working relationships with relevant university departments and external organizations;
- (h) Supporting the arrangement of annual events promoting student activities such as the Vice-Chancellor's Trophy and social weekends;
- (i) Contributing to the training programme for student leaders as and where appropriate; and
- (j) Any other reasonable duties as assigned by the Registrar.

Qualifications

- (a) A minimum of a Bachelor's degree obtained from a reputable and accredited institution of higher learning. Those with Sports Administration qualification at either bachelor's or higher level will have added advantage.
- (b) A minimum of five years' experience in a similar role, preferably at an educational institution.
- (c) Candidates should also have the following demonstrable attributes:
 - (i) Good knowledge of various sports disciplines;
 - (ii) Passion for sports, increasing participation and ensuring excellent student experience in sports;
 - (iii) Ability to work in a multi-disciplinary sporting environment;
 - (iv) Knowledge about the rules and regulations of a wide range of sports disciplines;
 - (v) Excellent interpersonal skills; and
 - (vi) Ability to deal with a diversity of people from different nationalities; and
 - (vii) Excellent verbal and written communication skills.

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

**VAC: AR or VAC: SA
University Registrar
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2
MALAWI**

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 show the position being applied for.

To reach the University not later than **Friday, 10th September 2021**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.