



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:

A. Directorate of Research

Vacancy No. 1: Grants Officer

The Grants Officer is responsible for providing operational and programmatic support to the Research and Consultancy Unit in particular and other Projects Staff where necessary.

Duties and Responsibilities

- (i) Developing mapping strategies for potential partners, donors, local and international actors and Government bodies within Mzuzu University's operational areas;
- (ii) Supporting preparation and formatting of documents such as proposals for research and consultancies, agreements and sub-agreements, supporting documents and MoUs and keeping a clear track of all the agreements between Mzuzu University and its partners;
- (iii) Serving as a focal point to follow-up of approval and signing of MoUs and Sub-agreements with potential partners, donors and local authorities;
- (iv) Building and developing relationships with current and potential partners;

- (v) Ensuring the right documentation of MOUs and communication is shared with the concerned staff concerning issues related to MOUs and partnerships;
- (vi) Maintaining, updating and monitoring projects and proposal tracker on project MOU deadlines and communicate these to relevant staff;
- (vii) Ensuring adherence to Mzuzu University policies and donor requirements;
- (viii) Developing annual activity and work plans;
- (ix) Assisting in developing, managing and monitoring budget(s);
- (x) Contributing to promotion and scaling up of best practices;
- (xi) Preparing monthly activity/project reports as required
- (xii) Ensuring proper filing of all project documents both in hard and soft copies;
- (xiii) Assisting in provision of necessary project documents and materials to program and other staff; and
- (xiv) Any other reasonable duties as assigned by the supervisor.

Qualifications

- (i) Bachelor's degree in Economics, Business Administration or equivalent obtained from a reputable and accredited institution of higher learning. Candidates with a relevant Master's degree will have an added advantage;
- (ii) Minimum three (3) years related work experience;
- (iii) Experience in partnership management including capacity assessment and monitoring; and
- (iv) Ability to use Logical Framework Approach as a tool in project/programme design and follow-up.

Competencies and Skills

- (i) Political and cultural awareness;
- (ii) Managing resources to optimize results

- (iii) Strategic thinking;
- (iv) Planning and delivering results;
- (v) Communication, interpersonal and negotiation skills;
- (vi) Strong analytical skills and excellent written and oral communication skills;
- (vii) Proficiency with software including Word, Excel, PowerPoint, Outlook and analytic softwares; and
- (viii) Documented skills in formulation of program/project proposals and reports and agreements.

B. Clinic

Vacancy No. 2: Clinical Officer

Duties and Responsibilities

- (i) Handling day-to-day medical problems of students, staff and their dependents, and other clients;
- (ii) Running Antiretroviral and Sexually transmitted Infection clinics; and
- (iii) Any other reasonable duties pertaining to the management of the clinic.

Qualifications

- (i) A Diploma in Clinical Medicine obtained from a reputable and accredited institution of higher learning;
- (ii) A Minimum of two years' experience in a similar role in a busy and reputable medical facility; and
- (iii) Be a paid up Member of the Medical Council of Malawi.

Competencies and Skills

- (i) Excellent communication skills;
- (ii) Interpersonal relationship skills;
- (iii) Ability to work as part of a team and able to interact with both staff and students;

- (iv) Attention to detail; and
- (v) Sensitivity to confidential information.

C. Department of Forestry and Environmental Management

Vacancy No. 3: Forestry Technician

Duties and Responsibilities

- (i) Producing and interpreting aerial photographs;
- (ii) Planning and facilitating Geographical Information Systems (GIS) and Remote Sensing training activities for students;
- (iii) Facilitating students' research projects and forest management plans.
- (iv) Administering tutorials, proper use of forestry and environmental tools and equipment, field practical and outreach for students;
- (v) Assisting students in data acquisition, analysis and interpretation as appropriate;
- (vi) Planning, budgeting, requisitioning and ensuring safe custody of tools and equipment for teaching, outreach and research;
- (vii) Any other reasonable duties as assigned by the Head of Department.

Qualifications

- (i) Bachelor of Science in Forestry and Environmental Management or equivalent obtained from a reputable and accredited institution of higher learning;
- (ii) Knowledge of Geographical Information Systems (GIS), Remote Sensing, Forest Mensuration and Forest Inventory; and
- (iii) Candidates with a relevant Master's degree or at least two-year' relevant experience will have an added advantage.

Vacancy No. 4: Forest Nursery Supervisor

Duties and Responsibilities

- (i) Taking charge of the Forest Nursery;
- (ii) Supervising the nursery attendants in the Departmental Forest Nursery;
- (iii) Assisting students in their research work in the nursery;
- (iv) Raising ornamental plants and tree seedlings for research, demonstration and commercial purposes by the University;

- (v) Participating in departmental outreach and research activities pertaining to forestry;
- (vi) Cleaning and keeping all equipment and tools to ensure their safety; and
- (vii) Any other reasonable duties as assigned by the Head of the supervisor or Department.

Qualifications

- (i) A Diploma in Forestry or its equivalent obtained from a reputable and accredited institution of higher learning; and
- (ii) At least three (3) years' experience in nursery management.

D. Department of Fisheries and Aquatic Sciences

Vacancy No. 5: Fisheries Technician

Duties and Responsibilities

- (i) Planning and facilitating fisheries and aquaculture laboratory work for students and researchers;
- (ii) Facilitating students' research projects and educational tours;
- (iii) Administering tutorials, proper use of fisheries and aquaculture tools and equipment, field practical and outreach for students;
- (iv) Assisting students in data acquisition, analysis and interpretation as appropriate;
- (v) Planning, budgeting, requisitioning and ensuring safe custody of tools and equipment for teaching, outreach and research;
- (vi) Any other reasonable duties as assigned by the Head of Department.

Qualifications

- (i) Bachelor of Science in Fisheries and Aquatic Science or equivalent obtained from a reputable and accredited institution of higher learning;
- (ii) Knowledge of Capture Fisheries, Aquaculture, Assessment of Aquatic Ecosystems, Water Quality Analysis, Fish Processing and Quality Management, Fish Disease and Parasite Identification, Fish Gear

Fabrication, Boat Building, Geographical Information Systems (GIS), Fish Sampling and Identification, Fisheries Management; and

- (iii) Candidates with a relevant Master's degree or at least two-year' relevant experience will have an added advantage.

Mode of Application

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:

**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, 13th August 2021**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.