



MZUZU UNIVERSITY

VACANCIES

Mzuzu University is a 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 positions:

Vacancy No. 1: Accounts Assistant

Key Duties and Responsibilities

Reporting to the Assistant Accountant, the successful candidate will be expected to perform the following duties among others:

- (i) Preparing payment vouchers and registering them in the voucher register book;
- (ii) filing payment vouchers and other accountable documents;
- (iii) Dispatching cheques;
- (iv) Inputting data in Sage pastel;
- (v) Maintaining University petty cash imprest;
- (vi) Issuing receipts for University revenue;
- (vii) Issuing invoices and maintaining debtor's schedule;
- (viii) Monitoring daily communications and answering any queries;
- (ix) Preparing statutory accounts;

- (x) Ensuring payments, amounts and records are correct;
- (xi) Working with spreadsheets, sales and purchase ledgers and journals;
- (xii) Controlling credit and chasing debt;
- (xiii) Processing and filing invoice;
- (xiv) Processing expense requests for the accountant to approve;
- (xv) Handling bank reconciliation;
- (xvi) Liaising with third party providers, clients and suppliers; and
- (xvii) Updating and maintaining procedural documentation.

Qualifications

- (i) Bachelor of Accountancy or equivalent obtained from a reputable and accredited institution of higher learning; and
- (ii) One (1) year experience preferably in an institution of higher learning.

Competencies and Attributes

- (i) Ability to work as part of a team and take direction accurately;
- (ii) Analytical and problem-solving skills;
- (iii) Computer skills including use of spreadsheet software;
- (iv) High level of accuracy;
- (v) Organizational skills; and
- (vi) Trustworthy and discreet when dealing with confidential information.

Vacancy No. 2: Stores Officer

Duties and Responsibilities

- (i) Supporting the process of preparing financial statements by providing inventory schedules, reconciling inventory control accounts, and preparation of audit schedules;

- (ii) Supporting proper management of payables by providing evidence of receipt of goods and services to complete a matching of purchase orders to goods received notes to supplier invoices;
- (iii) Working in close liaison with Payables Section to support resolving of supplier queries and to ensure timely and expedited resolution of reconciling items in payables reconciliations;
- (iv) Developing, monitoring and reviewing implementation of supplies policies, plans, systems and procedures;
- (v) Taking overall charge of the University supplies and preparing monthly reports of stock and consumption levels;
- (vi) Ensuring that the receiving and issuing of stock is done according to procedures and that goods received conform with specification as well as budgeted prices approved by the Internal Procurement and Disposal Committee;
- (vii) Conducting monthly stock taking while ensuring that minimum stock levels and maximum stock levels are maintained to avoid stock piling of non-fast-moving items;
- (viii) Preparing sectional budget and monitoring its implementation;
- (ix) Authorizing inventory issues;
- (x) Facilitating capacity building for stores staff; and
- (xi) Conducting performance appraisal for staff in the Section.

Qualifications

- (i) Bachelor's Degree in Accountancy, Business Administration, Procurement and Supply or related fields obtained from a reputable and accredited institution of higher learning; and
- (ii) At least two (2) years' experience in a similar role in a large organization.

Competencies and Attributes

- (i) Excellent time management skills;
- (ii) Excellent communication and interpersonal relationship skills;
- (iii) Attention to detail; and

(iv) Supervisory Skills.

Vacancy No. 3.: Assistant Stores Officer

Duties and Responsibilities

- (i) Receiving goods on delivery from procurement unit;
- (ii) Verifying that goods ordered match with delivery note and specification details appearing on both requisition orders and invoices;
- (iii) Recording stocks;
- (iv) Updating bin cards and all record registers in use;
- (v) Issuing of stocks to respective user Departments/ Sections/ Units;
- (vi) Reconciling stocks accounts; and
- (vii) Maintaining a re-order point of stock items and preparing routine reports.

Qualifications

- (i) Diploma in Procurement and Supply or Business Administration or related fields obtained from a reputable and accredited institution of higher learning; and
- (ii) Two (2) years' experience in a similar role in a large organization.

Competencies and Attributes

- (i) Excellent time management skills;
- (ii) Excellent communication and interpersonal relationship skills; and
- (iii) Attention to detail

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**

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, 15th July 2022**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.