



## **MZUZU UNIVERSITY**

### **JOB VACANCY**

#### **DIRECTOR OF QUALITY ASSURANCE AND ENHANCEMENT**

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 position of Director of Quality Assurance and Enhancement.

Reporting to the Deputy-Vice-Chancellor, the Director of Quality Assurance and Enhancement will be responsible for developing, organizing and delivering quality services in line with the objectives and mission statement of Mzuzu University. He/she will also be responsible for conducting all matters related to quality assurance and enhancement in the University, and work hand in hand with Deans of Faculty who are directors of production.

#### **Qualifications**

Candidates must have the following:

- (a) Postgraduate qualification (PhD and/or Master's) and bachelor's degree in any field;
- (b) A minimum of seven (7) years' experience in an academic rank of at least a senior lecturer in a reputable and accredited University; and
- (c) Must have served as a Dean or Deputy Dean of a Faculty.

#### **Duties and Responsibilities**

##### **(a) Leadership**

- (i) Developing and reviewing strategy for optimum functioning of quality assurance and enhancement in the University;
- (ii) implementing and reviewing the Qualifications Framework in all academic programmes;
- (iii) initiating development and review of policies, procedures, regulations, programmes and overall performance of the University;
- (iv) leading in the preparation of self-assessment/self-study reports required for external quality assessment;
- (v) holding budget responsibility and soliciting funds to facilitate activities of quality assurance and enhancement;
- (vi) ensuring that education provided at Mzuzu University complies with national and international standards;
- (vii) following up on recommendations of quality assurance assessing bodies, professional bodies and tracer studies; and
- (viii) auditing quality assurance systems in the University.

**(b) Teamwork**

- (ix) identifying quality-related training needs and providing training tools and techniques to enable departments and sections to achieve quality;
- (x) liaising with Directors, Deans and Heads of Department and Section on all matters relating to quality assurance and enhancement; and
- (xi) leading in verification of the extent to which the University conforms to the standards and guidelines of National Council for Higher Education (NCHE) on the performance of quality management systems in the University.

**(c) Networks**

- (xii) Establishing networks and linkages with quality assurance and enhancement regimes in the region and beyond;

- (xiii) developing and enhancing partnerships with student bodies in the context of student engagement in quality assurance and enhancement;
- (xiv) engage with Office of Dean of Students and University Internal Auditor, where necessary, towards enhancing University students protection;
- (xv) ensuring fulfilment of customer service charter performance levels; and
- (xvi) any other reasonable duties as assigned by Management.

### **Desired Attributes and Competencies**

- (i) Good statistical and analytical skills;
- (ii) sound application of pedagogical practice in higher education;
- (iii) sound knowledge of quality assurance and enhancement in higher education;
- (iv) organizational and communication skills;
- (v) good knowledge in computer systems including database management and skills in using Microsoft Word, Excel and SPSS;
- (vi) good leadership skills;
- (vii) ability to take and see through difficult decisions and to work on an initiative with self-motivation, energy and determination;
- (viii) extensive knowledge of external quality assurance body requirements including the National Council for Higher Education (NCHE);
- (ix) ability to work under stressful environment and resilience to meet deadlines;
- (x) strong experience of leading change and innovation in an academic environment and team work spirit;
- (xi) excellent communication, influencing and persuasion skills with great emphasis on collegiality and team work;

(xii) knowledge in academic programme development and assessment;  
and

(xiii) ethical and responsible behavior.

### **Terms and Conditions of Service**

This appointment will be on a fixed-term contract for three (3) years. Mzuzu University shall provide an attractive salary and benefits to successful candidate in accordance with its emolument structure.

### **Method of Application**

The application 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. The job title should be indicated on the envelope and sent to the:

**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](mailto:jobvacancies@mzuni.ac.mw). The subject line of the application should read **JOB VAC: Director of Quality Assurance and Enhancement**.

To reach the University not later than **Friday, 18<sup>th</sup> March 2022**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.