



MZUZU UNIVERSITY

JOB VACANCY

PROJECTS AND ESTATES MANAGER

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 Projects and Estates Manager.

Reporting to the Vice-Chancellor, the incumbent will have overall responsibility for Estates Development and for the management of large scale and complex University developmental projects.

Qualifications

Candidates must have the following:

- (a) A bachelor's degree in Architecture, Civil Engineering or related relevant subject. Those with a master's degree in the stated fields will have an added advantage;
- (b) A minimum of five (5) years project management experience;
- (c) Membership of relevant professional body.

Duties and Responsibilities

(a) Leadership

- (i) developing institutional policies of growth and management of University infrastructure;
- (ii) drawing technical specifications and scopes of works for tasks and projects for improvement of infrastructure;

- (iii) supervising project implementation, including conducting site meetings;
- (iv) preparing master plans of development based on Mzuzu University's vision and mission;
- (v) preparing and providing support for project proposals;
- (vi) liaising with development and financing partners on matters relating to civil works and University development;
- (vii) designing, overseeing and supervising construction, renovation and maintenance plans and works, and certification of projects and contracts;
- (viii) assisting in preparation of bidding/tendering documents and in bid evaluation and advise on all technical issues;
- (ix) managing contracts in consultation with the Procurement Office;
- (x) recommending measures to ensure University facilities are conducive to health and wellbeing of staff and students;
- (xi) developing maintenance schedules for University buildings, physical assets and infrastructure;
- (xii) closely monitoring the cleaning of premises, pest control and fire safety systems and other services provided by external contractors
- (xiii) leading in conducting of feasibility studies for new projects;
- (xiv) ensuring quality control of infrastructure development, rehabilitation and maintenance works;
- (xv) assessing and certifying completed works; and
- (xvi) preparing evaluation reports for projects for submission to relevant stakeholders.

(b) Networks

(xvii) representing the University on estates development and related issues as required.

(c) Teamwork

(xviii) serving as Secretary for the Development Committee;

(xix) supervising, coaching, and developing staff to meet agreed objectives and deliver best-practice results, added value, and continuous improvements;

(xx) ensuring fulfillment of performance levels as provided in the Customer Service Charter; and

(xxi) any other reasonable duties as assigned by Management.

Desired Attributes and Competencies

(i) Understanding of national policies and regulations governing construction and land management;

(ii) Ability to fully appreciate the academic principles underlying the University's Estates Development and other large scale and complex developmental projects;

(iii) Excellent project management skills and experience;

(iv) Managing large scale infrastructure projects;

(v) Demonstrated ability to conceptualize, plan and implement strategic developments within the context of broad strategic objectives and plans

(vi) Experience with budget management;

(vii) Being proactive and able to meet strict deadlines;

(viii) High level consultation and negotiation skills;

(ix) Strong ICT and familiar with project related softwares;

(x) Excellent interpersonal and communication skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups, and to sensitively balance the requirements of each of these groups; and

(xi) Ability to mobilize resources.

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:

**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 read **JOB VAC: Projects and Estates Manager**.

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