



MZUZU UNIVERSITY

VACANCY

PORTER

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 vacant position of Porter. The successful candidate should be prepared to work on shifts including at night.

Duties and Responsibilities

Reporting to the Assistant Registrar (Administration), the successful candidate will perform the following duties:

- (i) Managing the Porter's Lodge;
- (ii) Handling enquires from staff, students and the public;
- (iii) Facilitating an orderly atmosphere on campus, reporting on incidences and issues in a timely manner; and
- (iv) Any other reasonable duties as assigned by the supervisor.

Qualifications

- (i) Malawi School Certificate of Education (MSCE) with a credit in English and Mathematics.
- (ii) Two (2) years relevant work experience will be an added advantage.

Mode of Application

The applications 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**

To reach the University not later than **Friday, 11th March 2022**. Note that only **hard copy** applications will be considered, and only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.