



## **MZUZU UNIVERSITY**

### **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, weekend and vacation releases and through collaborations with international partners.

The University invites applications from suitably qualified candidates to fill the following vacancies.

#### **Vacancy No. 1: DATA ENTRY CLERK**

##### **Qualifications:**

- (a) A Certificate in Information and Communication Technology, Computer Science, Secretarial Studies or related fields obtained from a reputable and accredited institution of higher learning, plus the Malawi School Certificate of Education (MSCE) or its equivalent with at least a credit in Mathematics and English; and
- (b) A minimum of three (3) years' experience in a similar position in a large organization.

##### **Desired attributes:**

- (i) Computer skills and knowledge of relevant software packages;
- (i) Basic literacy and numeracy skills;
- (ii) Organizational abilities;
- (iii) Administrative skills;
- (iv) Good communication skills, both written and verbal; and
- (v) Good customer service skills.

##### **Duties and Responsibilities**

- (i) Entering, retrieving and updating institutional data;
- (ii) Maintaining databases and client files;
- (iii) Managing hard copies of documents;
- (iv) Scanning documents and handling other data-related tasks; and
- (v) Any other reasonable duties as assigned by Management.

## **Vacancy No. 2: CLERICAL OFFICER**

### **Qualifications**

- (a) A Certificate in Human Resource Management, Administrative Studies, Business Administration or related fields obtained from a reputable and accredited institution of higher learning, plus the Malawi School Certificate OF Education (MSCE) or its equivalent with at least a credit in English and Mathematics; and
- (b) A minimum of three (3) years' experience in a similar position in a large organization.

### **Desired attributes:**

- (i) Computer skills and knowledge of relevant software packages;
- (ii) Basic literacy and numeracy skills;
- (vi) Organizational abilities;
- (vii) Administrative skills;
- (viii) Good communication skills, both written and verbal; and
- (ix) Good customer service skills.

### **Duties and Responsibilities**

- (i) Filing documents in the Registry;
- (ii) Opening of personal files for members of staff and students in liaison with Executive Officers;
- (iii) Attending to visitors' enquiries;
- (iv) Ensuring availability of relevant staff forms on shelf;
- (v) Monitoring movement of staff members' personal files and student files;
- (vi) Arranging for the routine dispatch and collection of mail;
- (vii) Detailing Office Assistants on collection of internal mail from the Registry to the appropriate destination;
- (viii) Arranging for the timely delivery of incoming mail, water and electricity bills to the addressees;
- (ix) Attending to students' enquiries; and
- (x) Any other reasonable duties as assigned by Management.

## **Vacancy No. 3: RECEPTIONIST**

### **Qualifications**

- (i) A Certificate in Front Office Operations, Customer Care, Secretarial Studies, Administrative Studies or related fields plus the Malawi School Certificate of Education (MSCE) with at least a credit pass in English and Mathematics;
- (ii) A minimum of three (3) years relevant experience in a similar position in a busy office environment;

- (iii) Good spoken and written English skills; and
- (iv) Computer literacy skills.

#### **Duties and Responsibilities:**

- (i) Welcoming clients and visitors and directing them to relevant offices;
- (ii) Managing the phone switchboard and channeling the calls to the right members of staff or offices;
- (iii) Updating internal directory;
- (iv) Identifying and reporting all telephone faults; and
- (v) Any other reasonable duties as assigned by Management.

#### **Vacancy No. 4: OFFICE ASSISTANT**

#### **Qualifications**

- (i) Candidates must have the Malawi School Certificate of Education (MSCE) with at least credit passes in English and Mathematics; and
- (ii) A minimum of three (3) years' relevant experience in a similar position in a busy office environment.

#### **Duties and Responsibilities**

- (i) Sorting and distributing incoming mail and preparing outgoing mail;
- (ii) Photocopying, collating and binding documents; and
- (iii) Any other reasonable administrative support duties as assigned by Management.

#### **METHOD OF APPLICATION**

The applications should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees and copies of their academic and professional qualifications. **Note that only hard copy applications will be accepted.** 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, 19<sup>th</sup> November 2021**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.