



MZUZU UNIVERSITY

JOB VACANCY

PERFORMANCE MANAGEMENT OFFICER

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 following the position of Performance Management Officer.

Duties and Responsibilities

Reporting to the Registrar, the successful candidate will be responsible for the following duties:

- a) Coordinating the performance review process;
- b) Providing information packs for performance management process;
- c) Monitoring timely and accurate completion of performance appraisals;
- d) Providing support to line managers in applying the Performance Management System should they face challenges with the implementation;
- e) Collecting and analyzing performance appraisal results;
- f) Participating in handling of problems related to appraisals, such as employee requests for re-evaluation, and ensure that

these issues are handled in a fair, professional, transparent and equitable way;

- g) Keeping and managing records on Performance Management System; and
- h) Preparing reports on Performance Management System.

Qualifications

- (i) A Bachelor's degree in Human Resource Management, Public/Business Administration or equivalent obtained from a reputable and accredited institution of higher learning. Candidates with a master's degree in the same fields will have an added advantage; and
- (ii) A minimum of three (3) years' experience in handling human resource including performance management or administration matters, preferably at an educational institution.

Attributes

- (i) Excellent organization and coordination skills for working with different teams in a busy and complex environment;
- (ii) Ability to pay attention to detail;
- (iii) Excellent interpersonal skills;
- (iv) Those with demonstrable quantitative skills will have an added advantage; and
- (v) Excellent verbal and written communication skills.

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, 2nd December 2022**. Note that only shortlisted candidates will be acknowledged. Female candidates are encouraged to apply.