



**MZUZU  
UNIVERSITY**

**JOB VACANCY  
ADVERTISEMENT**

**CENTRE MANAGER**

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[www.mzuni.ac.mw](http://www.mzuni.ac.mw)

Mzuzu University (MZUNI) 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 University offering courses through face-to face and open, distance and e-learning (ODEL) modes. MZUNI also offers some of its programmes on block, week-end and vacation releases.

The University invites applications from suitably qualified candidates to fill the position of Centre Manager tenable in its Satellite Learning Centres in Mulanje, Balaka, Lilongwe and Karonga.

Reporting to the Director of the Centre for Open, Distance and e-Learning, the Centre Manager will be responsible for the management and administration of the Centre, which, among others, will include the following: planning, designing, facilitating, overseeing and reviewing all activities of the Centre to ensure that students progress, complete and achieve the intended learning outcomes of their study programmes.

### **Duties and Responsibilities**

- (a) Coordinating day to day operations of the Centre;
- (b) Coordinating ODeL remedial tutoring and other support services including video conferencing;
- (c) Facilitating ODeL student study circles at the Centre and its catchment area;
- (d) Preparing and presenting the Centre's plans and budgets;
- (e) Managing ODeL students and staff records at the Centre;
- (f) Managing staff at the Centre including appraising their performance;
- (g) Coordinating delivery of short courses;
- (h) Developing and participating in income generating activities for sustainability and growth of the Centre;
- (i) Coordinating technical support and assisting users (students and staff) on proper utilization of Information and Communication Technology facilities such as learning management systems and video conferencing;
- (j) Overseeing students support services including academic, administrative and counselling;

- (k) Promoting public awareness in the region regarding MZUNI and its programmes; and
- (l) Ensuring proper use of premises, office equipment and furniture at the Centre.

### **Qualifications**

- (a) At least a Bachelor's degree in any field obtained from a reputable and accredited institution of higher learning. Candidates with qualifications in ODeL or related fields will have an added advantage; and
- (b) A least three (3) years teaching experience. Candidates with experience in ODeL or higher education institutions will have an added advantage.

### **Competencies and Attributes**

The ideal candidate for the position must have:

- (a) excellent interpersonal skills, and able to deal with a diverse team;
- (b) ability and willingness to promote learning through open, distance and e-learning;
- (c) ability to use information and communication technology in teaching and supporting students and communicating with other arms of Mzuzu University;
- (d) commitment to student centred learning;
- (e) organizational skills; and
- (f) excellent oral and written communication skills.

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

This appointment will be on a four (4)-year performance-based contract, renewable in line with MZUNI's Terms and Conditions of Service and the Performance Management Policy and Procedures.

MZUNI will provide an attractive salary and benefits to the successful candidate in accordance with its emolument structure.

## **Mode 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.

Applicants submitting hard copy applications should indicate the following details on the envelope:

**JOB VAC:** Centre Manager  
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 format to [jobvacancies@mzuni.ac.mw](mailto:jobvacancies@mzuni.ac.mw). The subject line of the application should read: **Job Vac: Centre Manager**

To reach the University not later than **Friday, 10<sup>th</sup> March 2023**. Note that only shortlisted candidates will be acknowledged.

MZUNI is an equal opportunity employer and therefore encourages applications from qualified men, women and persons living with disabilities.