MZUZU UNIVERSITY

JOB VACANCY ADVERTISEMENT

1. COMPUTER TECHNICIAN
2. LIBRARY ASSISTANT

SERVICE | PERFECTION | SELF-RELIANCE

www.mzuni.ac.mw

Mzuzu University is a 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 positions tenable in its Satellite Learning Centres in Mulanje, Balaka, Lilongwe and Karonga:

1. Computer Technician

The successful candidate will report administratively to the Centre Manager and technically to the Director of Information and Communication Technology.

Duties and Responsibilities

The following are the key duties and responsibilities of the position:

(i) Diagnosing and troubleshooting computers, laptops, Computer peripheral devices and software applications;

(ii) Setting up and configuring PCs to the Local Area Network (LAN);

(iii) Assisting in diagnosing and troubleshooting campus wide network and internet connectivity in LAN;

(iv) Detecting and eliminating viruses;

(v) Providing end user assistance where it is required; and

(vi) Evaluating new hardware and software products that are purchased by the University.

Competencies and Attributes

(a) Excellent interpersonal skills, and able to deal with a diverse team;

(b) organizational skills; and

(c) excellent oral and written communication skills.

Qualifications

(a) Bachelor's Degree in Information and Communication Technology, Computer Science or related fields obtained from a reputable and accredited institution of higher learning; and

(b) Two (2) years similar experience in a large organization. Candidates with experience in ODeL or higher education institutions will have an added advantage.

2. Library Assistant

The successful candidate will report administratively to the Centre Manager and technically to the University Librarian.

Duties and Responsibilities

The following are the key duties and responsibilities of the position:

(i)   Shelving books and other information resources;

(ii)   Handling the registration of new information users;

(iii)   Attending to minor user reference queries;

(iv)   Managing circulation of information resources to users;

(v)   Collecting and preparing collection use statistics;

(vi)   Assisting in the orientation of new and old library users;

(vii)   Assisting the librarian in assessing the information needs of users; collection of user fees and fines; and identifying and describing library materials;

(viii)   Accessioning and preparing date labels; and

(ix)   Checking books against online Public Access Catalogue for duplicates before initial cataloguing.

Qualifications and Experience

    (a) Bachelor's Degree in Library and Information Science or related fields obtained from a reputable and accredited institution of higher learning; and

    (b) Two (2) years similar experience in a large organization. Candidates with experience in ODeL or higher education institutions will have an added advantage.

Competencies and Attributes

    (i)   Good knowledge of KOHA integrated library system or any other library automation software;

    (ii)   Passion to serve academic staff and students from diverse backgrounds;

    (iii)   Willing to work in shifts and odd hours including weekends;

    (iv)   Computer literacy;

    (v)   Good oral and written communications especially in English;

    (vi)   Ability to maintain patron record confidentiality; and

    (vii)   Ability to establish and maintain effective working relationships with superiors, associates and the general public.

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:

<div align="center">

University Registrar
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2

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Or Electronic Submission:

Electronic submission of the application should be sent as attachments in PDF 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, 10th 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.