



VACANCY

The MUBAS Research Support Unit (RSU) is a centralised office dedicated to providing comprehensive support services to faculty, researchers, and students engaged in research activities at MUBAS. Applications are therefore invited from suitably qualified candidates with a dynamic blend of leadership, technical expertise, and passion for research, for the position of Research Support Officer tenable at MUBAS in Blantyre. The RSU officer will be expected to facilitate and enhance research activities by providing administrative, technical, and strategic support to the research community for high-quality research outcomes. The position attracts a fixed remuneration for the period under contract.

Key Roles and Responsibilities

- i. Providing administrative guidance and support for research grant applications and submissions.
- ii. Supporting researchers in managing budgets and fulfilling financial reporting obligations.
- iii. Ensuring compliance with institutional and regulatory requirements.
- iv. Managing research-related documentation and data.
- v. Organizing seminars, workshops, and other research-related events.
- vi. Providing guidance on research ethics and integrity.
- vii. Coordinating support for the development of the RSU research agenda and standard operating procedures.
- viii. Manage the research database and repository.
- ix. Developing and implementing the publicity and promotion strategy for the RSU in liaison with the MUBAS Marketing team. This includes managing the RSU web page and social media platforms.
- x. Actively participate in regional and international research networks and Communities of Practice (CoPs).
- xi. Publicising research funding opportunities.
- xii. Providing support to researchers in preparing research budgets.
- xiii. Ensuring appropriate monitoring of funded research accounts for compliance and full utilisation of funds.
- xiv. Facilitating administrative arrangements for research related staff.

Minimum Education Qualifications, Experience and Competencies

- i. Master's degree in a relevant field such as science, engineering, technology or social science
- ii. Minimum of three years of experience working in a research environment (research funding and administration).
- iii. Proven administrative and organisational skills.
- iv. Excellent interpersonal, oral and written communication skills.

- v. Ability to analyse problems and develop creative solutions
- vi. Ability to work effectively in a team environment, build positive relationships, and contribute to a collaborative atmosphere
- vii. Excellent teamwork and negotiation skills
- viii. Familiarity with the funding landscape in academia, including various funding agencies, grant application processes, and funding opportunities

Method of Application

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **Wednesday, 10th July, 2024** to talentsearch@mubas.ac.mw or The Registrar, MUBAS, P/Bag 303, Chichiri, **Blantyre 3**.

Applicants should indicate the position applied for in the subject line of their emails and the application package should be merged as one document.