



VACANCIES

Applications are invited from suitably qualified candidates for positions of Professor, Associate Professor, Senior Lecturer, Lecturer, Tutor, Printing Specialist, and Assistant Administrative Officer tenable at MUBAS in Blantyre in the following areas:

Lecturer in Language and Communication

The position is under the Language and Communication Department. Applicants for the position of Tutor should possess a relevant bachelor's degree with credit or distinction; for the Lecturer position applicants should possess a PhD in the relevant field and for those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field. Candidates should be able to deliver tuition in English for Academic Purposes (EAP) and Social & Behaviour Change Communication (SBCC).

Lecturer in Statistics (Fixed-Term Contract)

The position is under the Mathematical Sciences Department. Applicants for the position of lecturer should possess a minimum of Masters's degree in relevant field. Those applying for Senior lecturer level and above should possess a PhD and a track record of publications in the required field. Candidates should be able to conduct research and deliver tuition in Mathematical Statistics and Applied Statistics.

Lecturer in Mathematics (Fixed Term Contract)

The position is under the Mathematical Sciences Department. Applicants for the position of lecturer should possess a minimum of a Master's degree in the relevant

field. Those applying for Senior lecturer level and above should possess a PhD and a track record of publications in the required field. Candidates should be able to conduct research and deliver tuition in Applied Mathematics and Pure Mathematics.

Lecturer in Transportation Engineering

The position is under the Civil Engineering Department. Applicants for the position should possess a minimum of a Master's degree or a PhD in Civil Engineering or Transportation related field. Candidates should be able to conduct research and deliver tuition in Traffic Engineering and Management, Transportation Planning, Highway, Pavement Engineering and Intelligent Transportation systems.

Lecturer in Procurement and Supply Chain Management

The position is under the Business Management Department. Applicants should possess a Master's or PhD in Procurement/ Logistics/ Supply Chain Management. Candidates should be able to conduct research and deliver tuition in Strategic Procurement, Commercial Negotiation, and Supply Chain Risk Management.

Lecturer in Tourism and Hospitality Management

The position is under the Business Management Department. Applicants should possess a Master's or PhD in Tourism and Hospitality Management. Candidates should be able to conduct research and deliver tuition in Tourism Principles and Practice, Introduction to Hospitality Management and Travel Agency and Tour Operations Management.

Lecturer in Entrepreneurship

The position is under the Business Management Department. Applicants should possess a Master's degree or PhD in Entrepreneurship. Candidates should be able to conduct research and deliver tuition in Fundamentals of Entrepreneurship, Corporate Entrepreneurship and Creativity and Innovation.

Lecturer in Project Management

The position is under the Business Management Department. Applicants should possess a Master's degree or PhD in Project Management. Candidates must be certified in project management and be able to conduct research and deliver tuition in Project management and Operations Management.

JOB DESCRIPTIONS

The following are the detailed job descriptions of academic positions:

Job Title : Professor

Grade : MU3

Reporting to : Head of Academic Department

Location : Academic

Responsible for : None

Purpose of the Job

To provide scholarly leadership and excellence in the development of innovative or creative technologies, concepts, principles and ideologies in a specific academic discipline.

Key Roles and Responsibilities

- a) Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes.
- b) Leading in the development, use and adoption of various new technologies and concepts for socio economic development.
- c) Spearheading effective teaching and learning approaches and processes.
- d) Initiating the development and implementation of research, consultancy and outreach plans, strategies and programmes.
- e) Sustaining superior academic profile of the University through networking and community engagement programmes.
- f) Enhancing innovative quality assurance standards.
- g) Contributing to the national and international think tanks through publications, representation and production of reports.
- h) Developing, implementing and monitoring multidisciplinary projects, research, programmes and resource mobilization strategies.
- i) Mentoring and nurturing academics.
- j) Providing superior tuition to students at various levels and engaging in internal and external examining and assessment.

Minimum Education Qualifications and Experience

- PhD in a relevant specialized field.
- 7 referred journal articles published after attainment of Associate Professorial Level.
- 4 years' experience at Associate Professor level.

Job Title : Associate Professor

Grade : MU4

Reporting to : Head of Academic Department

Location : Academic

Responsible for : None

Purpose of the Job

To provide scholarly leadership and excellence in the development of innovative or creative technologies, concepts, principles and ideologies in a specific academic discipline.

Key Roles and Responsibilities

- a) Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes.
- b) Leading in the development, use and adoption of various new technologies and concepts for socio economic development.
- c) Spearheading effective teaching and learning approaches and processes.
- d) Initiating the development and implementation of research, consultancy and outreach plans, strategies and programmes.
- e) Sustaining superior academic profile of the University through networking and community engagement programmes.
- f) Enhancing innovative quality assurance standards.
- g) Contributing to the national and international think tanks through publications, representation and production of reports.
- h) Developing, implementing and monitoring multidisciplinary projects, research, programmes and resource mobilization strategies.
- i) Mentoring and nurturing academics.
- j) Providing superior tuition to students at various levels and engaging in internal and external examining and assessment.

Minimum Education Qualifications and Experience

- PhD in relevant field
- 5 referred journal articles published after attainment of Senior Lecturer Level
- 3 years experience at Senior Lecturer

Job Title : **Senior Lecturer**

Grade : MU5

Reporting to : Head of Academic Department

Location : Academic

Responsible for : None

Purpose of the Job

To provide academic services.

Key Roles and Responsibilities

- a) Developing and reviewing curriculum teaching and learning materials.
- b) Providing effective tuition to students at various levels and engaging in internal and external examining and assessment.
- c) Initiating and undertaking research projects, consultancies and outreach programmes.
- d) Developing, using and monitoring adoption and adaptation of various new technologies and concepts.
- e) Developing and implementing resource mobilization strategies.
- f) Contributing to the planning and execution of national developmental activities.
- g) Mentoring lecturers and tutors.
- h) Representing the Department in various fora.
- i) Publishing and disseminating research findings.
- j) Preparing and submitting reports.

Minimum Education Qualifications and Experience

- PhD
- 3 years experience at Lecturer Level
- 3 refereed journal artic

Job Title : Lecturer

Grade : MU6

Reporting to : Head of Academic Department

Location : Academic

Responsible for : None

Purpose of the Job

To provide academic services.

Key Roles and Responsibilities

- a) Supporting the development and review of curriculum, teaching and learning materials.
- b) Providing effective tuition to students at various levels and engaging in internal and external examining and assessment.
- c) Initiating and undertaking research projects, consultancies and outreach programmes.
- d) Developing, enforcing and monitoring the adoption and adaptation of various new technologies and concepts.
- e) Developing and implementing resource mobilization strategies.
- f) Mentoring tutors.
- g) Preparing and submitting reports.
- h) Representing the Department in various fora.
- i) Publishing and disseminating research findings.

Minimum Education Qualifications and Experience

- PhD

Job Title : Tutor / Staff Associate

Grade : MU8

Reporting to : Head of Academic Department

Location : Academic

Responsible for : None

Purpose of the Job

To support delivery of academic programmes.

Key Roles and Responsibilities

- a) Supporting teaching and learning.
- b) Providing effective tutorials to students.
- c) Supporting the development, enforcement and monitoring of the adoption and adaptation of various new technologies and concepts.
- d) Preparing and submitting reports.

Minimum Education Qualifications and Experience

- A bachelor's degree with a distinction or a credit pass

Position Overview

The position is tenable in the Printing Press. The Printing Specialist Officer shall report to the Executive Dean-School of Education, Communication and Media Studies and responsible for the Graphics Designer, Proof Reader, Printing Technician and Binding Supervisor. He/she will be responsible for managing the Printing Press.

Key Roles and Responsibilities

- a) Developing, reviewing, implementing, and monitoring printing policies, plans, projects, strategies, systems and procedures including budgets.
- b) Coordinating and monitoring the designing, laying out, printing and binding of print works.
- c) Initiating innovative and modern technologies for production.
- d) Reviewing estimates and costs of jobs prior to printing.
- e) Coordinating and monitoring printing contracts.
- f) Overseeing maintenance and repair of machines.
- g) Monitoring and enforcing printing services standards in line with international requirements.
- h) Upselling of printing services.
- i) Developing business plans, resource mobilization strategies and monitoring their efficient, effective and economic utilization.
- j) Establishing and maintaining partnership with industry and other relevant stakeholders on matters relating to printing.
- k) Preparing reports.
- l) Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in a relevant field.
- 5 years relevant experience.

Position Overview

The position is tenable at the Management Development Centre. The Assistant Administrative officer. He/she will assist in providing administrative services at the centre.

Key Roles and Responsibilities

- a) Assist in implementing activities of the Centre such as consultancies and professional programs.
- b) Support developing, implementing, monitoring and maintain standards for the Centre's activities.
- c) Assist in maintaining standards for the Centre.
- d) Assist in maintain records, files retrieve and archive documents.
- e) Follow up on reprographic services with marketing team.
- f) Updating inventory of all office equipment.
- g) Assist in monitoring sanitation and hygiene of training facilities.
- h) Assist in preparing documents to initiate payment of utilities and services.
- i) Assist in Coordinating and monitoring provision of office, security, fleet management and outsourced services.

Minimum Education Qualifications and Experience

- Diploma in Business Management or related fields.
- 2 years relevant experience.

METHOD OF APPLICATION

Applications, together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees, should be sent by Monday, 13 January, 2025, to talentsearch@mubas.ac.mw. Applicants should indicate the position they applied for in their emails' subject line, and the application package should be merged as **one pdf document**. Hard copies shall not be accepted.