



VACANCIES

Applications are invited from suitably qualified candidates for the following vacant positions. Interested candidates should visit www.mubas.ac.mw for more details.

A. Professor/Associate Professor/Senior Lecturer/Lecturer/ Tutor in Applied Chemistry (Fixed Contract)

- The position is under the Physics and Biochemical Sciences Department. Candidates should be able to teach at least Analytical Chemistry, Industrial Chemistry and Industrial Ecology. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

B. Professor/Associate Professor/Senior Lecturer/Lecturer/ Tutor in Environmental Management (Fixed Contract)

- The position is under the Physics and Biochemical Sciences Department. Candidates should be able to teach at least Environmental & Social Impact Assessment, Natural Resources Management and Ecology. Applicants for the position of Tutor should

possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

C. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Food Quality and Safety (Fixed Contract)

- The position is under the Physics and Biochemical Sciences Department. Candidates should be able to teach at least Food Microbiology, Quality Management and Toxicology. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

D. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Food Engineering (Tenure)

- The position is under the Physics and Biochemical Sciences Department. Candidates should be able to teach at least Food Engineering, Food Processing and Food Product Development & Sensory Evaluation. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

E. Professor/Associate Professor/Senior Lecturer/Lecturer/Tutor in Food Legislation (Fixed Contract)

- The position is under the Physics and Biochemical Sciences Department. Candidates should be able to teach at least Food Engineering, Food Processing and Food Product Development & Sensory Evaluation. Applicants for the position of Tutor should possess a relevant BSc with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree in the relevant field, while those applying for Senior Lecturer level and above should possess a PhD and a track record of publications in the required field.

F. Professor/Associate Professor/Senior Lecturer/Lecturer in Mathematics (Fixed Contract)

- The position is tenable in the Mathematical Sciences Department. Applicants for the Lecturer position should possess a minimum of a Master's degree 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.

G. Professor/Associate Professor/Senior Lecturer/Lecturer in Mining Engineering (Tenure)

- The position is tenable in the Mining Engineering Department. Applicants for the position of Tutor should possess a relevant Bachelors degree with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree 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.

H. Professor/Associate Professor/Senior Lecturer/Lecturer in Petroleum Engineering (Tenure)

- The position is tenable in the Mining Engineering Department. Applicants for the position of Tutor should possess a relevant Bachelors degree with credit or above. Those applying for the Lecturer position should possess a minimum of a Master's degree 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.

I. Lecturer/Tutor in Human Nutrition (Tenure)

- The position is tenable in the Public and Environmental Health Sciences Department. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for the position of Tutor should possess a Bachelor's degree in Human Nutrition or any other related fields with a credit.

J. Lecturer/Tutor in Community Health (Fixed Contract)

- The position is tenable in the Public and Environmental Health Sciences Department. Applicants for the Lecturer position should

possess a minimum of a Master's degree in the relevant field and for those applying for the position of Tutor should possess a Bachelor's degree in Social Sciences majoring in Health Psychology and Sociology or any other related fields with a credit.

K. Lecturer/Tutor in Wood Technology (Fixed Contract)

- The position is tenable in the Applied Education Department. Applicants for the Lecturer position should possess a minimum of a Master's degree in the relevant field and for those applying for the position of Tutor should possess a Bachelor's degree in Technical Education any other related fields with a credit.

L. Research Ethics Committee Administrator

- The Research Ethics Committee (REC) Administrator shall head the RC Secretariat and be responsible for its day-to-day administration and operations. He/she shall be responsible for coordinating research proposal/submissions and review. He shall be responsible to the Head of Research and innovation.

Duties and responsibilities

- a) Assist researchers with the document submission process to the Research Ethics Committee as per REC guidelines and SPOs.
- b) Screening of the application package for research ethics review by members
- c) General Administration (including management of REC revenue streams)
- d) Co-ordinating Protocol Review Process
- e) Co-ordinating REC Meetings
- f) Planning, monitoring and evaluating REC Activities
- g) Liaising with National Commission for Science and Technology (NCST) on research-related regulatory requirements
- h) Manage and screen review changes, and if acceptable, forward to REC chairperson and assigned members for final approval.

Minimum Education Qualifications and Experience

- a) A minimum of a Master's degree in Ethics, Applied Ethics, Bioethics, Engineering Ethics, Organisational Ethics and Compliance, Business Ethics and Compliance.

- b) At least four-years' experience in research ethics and research management
- c) Impeccable knowledge of the research regulatory environment in Malawi
- d) Strong analytical skills and attention to detail
- e) Good interpersonal skills
- f) Sound familiarity with university culture and context, including familiarity with a diverse range of university discipline and academic discourse; scholarly nature, research and creative activities.

M. Administrative Officer

- The position is tenable at the MUBAS Continuing Education Centre. The Administrative Officer shall provide administrative Services. He /she shall be responsible to the Centre Manager.

Key Roles and Responsibilities

- a) Facilitating marketing of Center products and services.
- b) Coordinating and organizing tailor-made consultancy training programmes.
- c) Supporting research, consultancies and outreach activities including tracer studies.
- d) Processing engagement of programme facilitators.
- e) Coordinating and monitoring provision of office services, security services, fleet management services and outsourced services.
- f) Developing and maintaining clients' databank including inventory.
- g) Coordinating and maintaining internal and external linkages.
- h) Preparing reports.
- i) Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Business Administration or related fields.
- 3 years relevant experience.

N. Administrative Officer

- The position is tenable at the MUBAS Management Development Centre. The Administrative Officer shall provide administrative services in consultancy, training and general operations. He /she shall be responsible to the Centre Manager.

Key Roles and Responsibilities

- a) Assisting the review, and implementation of policies, plans, programs, strategies, guidelines, and budgets relating to Management Development Centre programs.
- b) Supporting the development, implementing, monitoring, and maintaining standards for the Centre's activities.
- c) Coordinating and undertaking research projects, consultancies and outreach programs including tracer studies.
- d) Developing and maintaining customer data base.
- e) Maintaining and coordinating internal and external linkages
- f) Facilitating marketing activities of products and services for the Centre.
- g) Assist in resource mobilization activities and monitoring efficient resource utilization for the Centre.
- h) Carrying out public relations issues.
- i) Preparing reports.
- j) Allocating tasks and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Business Administration, Procurement, Social Sciences, Public Administration or any other related fields.
- Those with a Master degree will have an added advantage
- 3 years relevant experience.

O. Assistant Examinations Officer

- The Position is tenable in the Academic Support Services Division. The Assistant Examinations Officer will be responsible to the Examinations Officer.
- a) Maintaining data for eligible students for examinations and examination schedules.
 - b) Supporting preparation of class and examination schedules.
 - c) Supporting the coordination of administration of examinations and assessment.
 - d) Arranging, safekeeping and distributing examination materials.
 - e) Responding to queries and inquiries pertaining to examinations.
 - f) Preparing reports.

Minimum Education Qualifications and Experience

- Diploma in Education or related fields
- Strong ICT knowledge is a **MUST**.
- 3 years relevant experience.

P. Library Attendant (Reader Services)

- The position is tenable in the MUBAS Library. The Library Attendant shall provide general library services.

Key Roles and Responsibilities

- a) Identifying, collecting and compiling worn-out materials.
- b) Undertaking minor book repairs.
- c) Collecting and shelving unsorted library materials.
- d) Performing pre- and post-bindery processing activities.
- e) Compiling statistics of library materials sent for binding.
- f) Dusting of library materials and shelves.
- g) Arranging reading tables and chairs.
- h) Reporting emerging cases in the library and the condition of library materials.

Minimum Education Qualifications and Experience

MSCE

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **Friday, 15th December, 2023** 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.