



Exceeding Expectations, Quality Unveiled

## VACANCY

Applications are invited from suitably qualified candidates for the position of **General Manager** tenable at the MUBAS Commercial Limited in Blantyre.

MUBAS Commercial Limited (MCL) is a private company owned by the Malawi University of Business and Applied Sciences (MUBAS). This commercial entity leverages the University's expertise across various sectors, such as engineering, the built environment, media, and communication, to make substantial contributions to the nation's economy. Furthermore, it plays a pivotal role in generating additional financial resources, which can augment the Government's existing funding to support the University's daily operational requirements.

The General Manager will be responsible for providing leadership, general supervision, and controlling the daily operations of the Company in alignment with the plans and policies sanctioned by the Board.

### Duties and Responsibilities

#### 1. Strategic Leadership

- i. Formulating and recommending goals, strategies, and objectives to the Board to ensure the Company's sustainability, maximization of shareholder value, and long-term success.
- ii. Managing the Company within the guidelines set by the Board.
- iii. Reviewing and reporting to the Board the Company's progress towards its approved goals, strategies, objectives and promptly addressing any material deviations.
- iv. Implementing the capital and operating plans in support of the Board's approved strategic plans.
- v. Communicating the nature and scope of operational risks to the Board.
- vi. Informing the Board on the significant operational, financial, and other relevant matters concerning the Company, including legal and regulatory policies.

#### 2. Financial Leadership

- i. Providing effective oversight of the capital structure and ongoing financial management.

- ii. Articulating the plans and results in an effective manner to all shareholders and stakeholders.
- iii. Developing annual capital commitment and expenditure budgets for approval by the Board.
- iv. Creating annual operating forecasts encompassing revenue, expenditures, operational results, and financial performance.
- v. Authorizing the allocation of funds to capital projects as outlined in Board-approved budgets or within the confines of the Company's signing authority policy, which has received the Board's approval.
- vi. Approving commitments of corporate resources, transactions, and arrangements as part of routine business operations in pursuit of the Company's approved strategies, business plans, and objectives.
- vii. Taking reasonable measures to ensure the adequate safeguarding and optimization of the Company's assets, always acting in the best interests of the shareholders.

### **3. Human Capital Leadership**

- i. Setting the tone for the Company's values and culture, effectively communicating these principles both internally and externally.
- ii. Developing and maintaining a robust and efficient organizational structure, ensuring that all members of the organization have clear roles and responsibilities.
- iii. Collaborating with Management and other staff members to establish appropriate policies, procedures, and systems that facilitate the effective operation of a Company.
- iv. Recommending to the Board the appointment of positions reporting directly to the executive officers.
- v. Engaging in periodic discussions with the Finance, Risk, and Audit (FRA) Committee regarding performance, compensation, succession planning, and development plans.
- vi. Ensuring that the Company has established processes and structures for project monitoring, policy adherence oversight, approval of significant financial activities, review of business unit operations, and guidance on matters of strategic importance.
- vii. Implementing programs, including those promoting gender equality.

### **4. Public and Relationship Leadership**

- i. Ensuring effective communication and maintaining appropriate relationships with the Company's shareholders and other stakeholders.
- ii. Cultivating and overseeing industry, Government, public, and other external relationships deemed beneficial in the Company's best interests.
- iii. Supervising interactions between the Company and the public, serving as the primary spokesperson for the Company.

### **5. Compliance Leadership**

- i. Establishing effective control and coordination mechanisms for all operations and activities while taking necessary measures to ensure the integrity of internal control and management information systems.
- ii. Collaborating with the Chairperson and the FRA Committee to promote the adoption of sound governance practices, ensuring the Company's continued strength, viability, and competitiveness.

- iii. Taking reasonable steps to ensure the safe and efficient operation of the Company and compliance with the Company's environmental, health, and safety policies, procedures, and practices.
- iv. Ensuring that all Company operations and activities adhere to applicable laws, regulations, ethics-related policies, and sound business practices approved by the Board.
- v. Promoting honesty and good faith in the actions of every executive officer, always prioritizing the Company's best interests.
- vi. Cultivating a high-performance corporate culture that advocates ethical conduct, individual integrity, accountability, gender equality, and other aspects of social responsibility.

### **Minimum Education Qualification and Experience**

- vii. Master's Degree in Business Administration, Management, Finance, or any related discipline obtained from a recognized institution.
- viii. 5+ Years of experience in leadership and management or any related role.

### **Employment Type**

The General Manager shall be appointed on a fixed contract basis for an initial term of three (3) years, with the possibility of renewal upon satisfactory performance.

### **Method of Application**

The applications together with copies of academic degree certificates, detailed curriculum vitae with 2 traceable referees, and a copy of a valid identification card, should be sent by 22nd December 2023 to [manager-mcc@poly.ac.mw](mailto:manager-mcc@poly.ac.mw) or the following address:

The Project Manager  
MUBAS Commercial Limited  
P/O Box 31538  
Chichiri  
Blantyre 3