



1. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Marketing (1 position)

The position is tenable in the Business Administration Department. Candidates applying for the position must possess a minimum of a Bachelor's Degree with a distinction /first-class or Credit/upper second class in Marketing or related disciplines. Chartered marketers, who meet the minimum academic qualifications, with relevant experience shall have an advantage in the selection process.

2. Professor/Associate Professor/Senior Lecturer/ Lecturer/Staff Associate in Law (1 position)

The position is under the Business Administration Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Law or related disciplines.

3. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Tourism (1 position)

The position is under the Management Studies Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Tourism Management or related disciplines.

4. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Architecture (2 positions)

The position is tenable in the Architecture Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Architecture or related fields.

All candidates should have experience in the use of design soft wares such as AutoCAD, ArchiCAD, Revit, and Photoshop among others.

5. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Philosophy and Psychology of Education (1 position)

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Technical Education or related fields.

6. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Adult and Special Needs Education and Curriculum Studies (1 position)

## VACANCIES

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Technical Education or related fields.

7. Professor/Associate Professor/Senior Lecturer/

Lecturer/Staff Associate in Production Technology (Plastics) and Technical Drawing (1 position)

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Technical Education or related fields.

8. Professor/Associate Professor/Senior Lecturer/Lecturer/Staff Associate in Chemistry (1 position)

The position is under the Physics and Biochemical Sciences Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Environmental Sciences and Technology majoring in Environmental Management or related fields.

9. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Geochemistry (1 position)

The position is under the Physics and Biochemical Sciences Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Geochemistry, Earth Sciences Chemistry, Environmental Chemistry, Applied Chemistry or Chemical Engineering.

10. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Public Health Engineering (1 position)

The position is under the Environmental Health Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Public Health Engineering, Civil Engineering, Architecture, Construction, Building Services Construction, or related fields.

11. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Pollution Control (1 position)

The position is under the Environmental Health Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Civil Engineering, Environmental Engineering, Environmental Health, Environmental Science, or related fields.

12. Professor / Associate Professor / Senior Lecturer / Lecturer/Staff Associate in Metallurgical and Mineral Processing (1 position)

The position is tenable in the Mining Engineering Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit /upper in Metallurgy and Mineral Processing Engineering or related fields.

13. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Engineering Surveying (1 position)

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Land Surveying or related fields.

14. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Hydrographic Surveying (1 position)

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Land Surveying or related fields.

15. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Geodesy (1 position)

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Land Surveying or related fields.

16. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Engineering Surveying (1 position)

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/ upper second class in Land Surveying or related fields.

17. Professor / Associate Professor / Senior Lecturer/Lecturer/Staff Associate in Economics (1 position)

The position is tenable in the Management Studies Department. Candidates applying for the position should possess a minimum of a Bachelor's Degree with a distinction/first-class or Credit/upper second class in economics.

18. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Management (1 position)

The position is tenable in the Management Studies Department. Candidates applying for the position should possess a minimum of a Bachelor's Degree with a distinction/first-class or Credit/upper second class in management or related field.

19. Wood Workshop Assistant (1 position)

The position is tenable in the Technical Education Department.

### Duties

- Assisting in preparing materials for practical sessions.
- Organizing tools for practical sessions.
- Maintaining the safety of the workshop daily.
- Assisting students during practical sessions.
- Lending and receiving tools to/from students.
- Maintaining stockroom in an orderly and secure state.
- Receiving goods from stores.
- Maintaining workshop tools.
- Any other duties as assigned to.

### Qualifications



Candidates should possess an Advanced Certificate or its equivalent, in Woodwork or Carpentry and Joinery or Woodworking Machinery and 3 years of relevant experience.

#### 20. Laboratory Technician (1 position)

The position is tenable in the Civil Engineering Department.

##### Duties

- Setting up reagents, specimens, and tools.
- Carrying out experimental trials.
- Drafting practical procedure manual.
- Maintaining and standardizing equipment.
- Demonstrating to staff and students in the use of equipment, machines, and tools.
- Conducting practical demonstrations.
- Maintaining stores stock orders.

##### Qualifications

Candidates should possess a Diploma in Industrial Laboratory / Civil Engineering or its equivalent plus 3 years of relevant experience.

- Issuing components and equipment during lab experiment/workshop practice.
- Enforcing the return of components / equipment to stores by clients after use.
- Ensuring that store cleaning exercise is conducted regularly.
- Training staff and students' precautionary measures on equipment and components used.
- Facilitating Sourcing of quotations from suppliers for items to be purchased.
- Repairing electrical/electronic equipment.

##### Qualifications

Candidates must possess a City and Guilds advanced diploma in Electrical Engineering or University Diploma in electrical engineering and a minimum of 3 years experience in Stores keeping. 23. Laboratory Technician (2 positions)

The position is tenable in the Physics and Biochemical Sciences Department.

##### Duties

- Setting up reagents, specimens, and tools.
- Carrying out experimental trials.
- Drafting practical procedure manual.
- Maintaining and standardizing equipment.
- Demonstrating to staff and students in the use of equipment, machines and tools.
- Conducting practical demonstrations.
- Maintaining stores stock orders.

##### Qualifications

Candidates should possess a Diploma in Industrial Laboratory Technology or its equivalent plus 3 years of relevant experience.

#### 24. Surveying Computer Laboratory Technician (1 position)

The position is tenable in the Land Surveying Department.

##### Duties

- Preparing the laboratory prior to any practice session.
- Providing safety of the laboratory equipment at all times.
- Sharing the precautionary measures before lab session.
- Checking that all the required software are available at least before the commencement of the first semester.
- Demonstrating the proper use of different software and techniques to students during laboratory sessions.
- Liaising with lecturers on their laboratory requirements before semester commencement.
- Liaising with lecturers on lab timetable before the commencement of the semester.
- Supervising students in field data collection and processing.
- Supervising students on attachment as scheduled.
- Arranging for servicing and repairing of laboratory equipment whenever due.
- Taking stock of all equipment before and after lab session.
- Supporting students in their research work whenever assigned.

##### Qualifications & attributes

Candidates should possess a minimum of Diploma in Land Surveying or its equivalent plus 3 years of relevant experience.

- Applicants should possess advanced knowledge and extensive familiarity with the use of CAD, GIS and photogrammetry/ remote sensing software, used in various types of surveys, like construction, geodesy, cadastral Surveying, etc.
- Applicants should have theoretical knowledge and experience in terms of use of current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner, etc.
- Applicants should have experience in terms of data processing downloaded from current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner etc.

#### 25. Surveying Technician (1 position)

The position is tenable in the Land Surveying Department.

##### Duties

- Maintaining an updated inventory of all survey equipment and requisites, records on stock and other reports on survey store operations.
- Checking that all the required surveying equipment are available and in good order before the commencement of the semester.
- Checking that survey equipment is in order before issuing it to students or members of staff.
- Providing safety of the surveying equipment at all times.
- Sharing the precautionary measures before use of any surveying equipment to both students and members of staff.
- Demonstrating the proper use of surveying equipment and techniques to students during practical/field sessions.
- Checking/verifying the survey equipment, making sure that they are in good condition when being returned back to stores.
- Liaising with lecturers and the Head of Department on the survey related requirements before semester commencement.
- Planning the practical sessions in conjunction with the lecturers before commencement of the semester.
- Supervising students in field data collection and processing.
- Supervising students on attachment as scheduled.
- Arranging for servicing and repairing of laboratory equipment whenever due.
- Taking stock of all equipment before and after lab session.
- Supporting students in their research work whenever assigne.

##### Qualifications & attributes

- Candidates should possess a minimum of Diploma in Land Surveying or its equivalent plus 3 years of relevant experience.
- Applicants should have theoretical knowledge and experience in terms of use of current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner e.t.c.

## VACANCIES

#### 21. Laboratory Technician- Electrical Power (1 position)

The position is tenable in the Electrical Engineering Department.

##### Duties

- Conducting demonstrations during practical classes.
- Supervising practical classes.
- Guiding students during their final year project assignments
- Checking that all machines and instruments are in good working condition and ready for use daily.

- Conducting stocktaking of equipment / instruments quarterly.
- Requesting for the purchase of materials needed for practical classes.
- Repairing electrical/electronic equipment.
- Submitting quarterly reports on various repair and maintenance work.
- Ensuring that store cleaning exercise is conducted regularly.

##### Qualifications

Candidates should possess a City and guilds Advanced Diploma in Electrical Engineering or University Diploma in Electrical Engineering and a minimum of 3 years experience in electronics repairs. 22. Stores Technician(1position)

The position is under the Electrical Engineering Department.

##### Duties

- Updating inventory all the time.
- Arranging components /equipment in the stores in an orderly manner daily for easy identification.



- Applicant should have knowledge of detecting problems with equipment and documenting of the same.

- Provide support to staff to carry out research and publish.

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Qualifications and Experience

Applications should be in by 24th June 2022.

- Applicants should possess previous knowledge in terms of data downloading from the survey equipment and processing.
- Applicants should possess advanced knowledge and extensive familiarity with basis of surveying and the use of CAD and GIS software such as AutoCAD.
- Working knowledge of computers, printers and plotters.
- Familiarity with general business software such as word processing, spread sheets, and databases.
- Ability to communicate effectively both verbally and in writing.
- Ability to make mathematical calculations rapidly and accurately.

#### 26. Administrative Assistant (1position)

## VACANCIES

#### Duties

- Drafting and typing correspondence.
- Safekeeping and maintaining sensitive and confidential documents.
- Maintaining office diary and inventory.
- Operating and maintaining office equipment.
- Maintaining office supplies and accessories.
- Attending to internal and external clients.
- Preparing office refreshments.
- Maintaining cleanliness of office facilities and furniture.
- Developing and maintaining electronic and hard copy filing system.
- Organizing meetings, events, and visits.
- Facilitating travel arrangements.

#### Qualifications

- Malawi School Certificate of Education.
- Diploma in management-related fields.
- TEVET Advanced Certificate in Administrative Studies.
- Computer literate.
- Secretarial experience of at least 3 years.

#### 27. Assistant Librarian (1)

This position is tenable in the Library Services Department.

#### Duties

- Develop and implement standard operating procedures and annual work plan for acquisitions, periodicals and e-resources management (ERM).
- Manage and monitor acquisitions, periodicals and e-resource activities in liaison with other sections of the Library, including campus libraries.
- Establish user information needs to inform acquisition priorities and formats.
- Manage and monitor requisitions and subscriptions of physical and electronic library information resources.
- Plan procurement of library collections in liaison with schools, departments, and the Procurement and Disposal of Assets department.

- Minimum of Master's degree in Library and Information Science or related field.
- 5 years' relevant experience.

#### 28. Library Attendant (Security)

This position is tenable in the Library Services Department.

#### Duties

- Collect and return library keys from the security office before and after opening hours every working day
- Conduct periodic patrol in the library every hour every working day
- Ensure that all water taps, windows, and doors are closed before closing the library every day
- Check that all lights, including emergency lamps are working every day before opening the library for users
- Check for any possible theft within and outside the library every day before opening the library
- Ensure that firefighting equipment is in order every working day
- Collect books from reading areas to sorting bay
- Report faults, general maintenance to the Readers Services Librarian immediately after being notified or observed

#### Qualifications and Experience

- Malawi School Certificate of Education (MSCE).
- Two years' relevant experience.

#### 29. Library Attendant (Readers' Services)

This position is tenable in the Library Services Department.

#### Duties

- Collect and sort unshelved library materials.
- Undertake dusting of library materials and shelves.
- Arrange chairs and tables.
- Identify and perform minor torn and worn-out library materials.
- Perform pre- and post-cataloging book processing activities.
- Compile statistics of library materials sent for binding.

#### Qualifications and Experience

- MSCE.
- Two years relevant experience.
- Those with MALA certificate will have an added advantage.

#### METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with three traceable referees should be sent to

[talentsearch@mubas.ac.mw](mailto:talentsearch@mubas.ac.mw)

OR

Registrar,

MUBAS,  
P/Bag 303,