



## INTERNAL VACANCY

### PROGRAMMES COORDINATOR

The Malawi University of Science and Technology (MUST) invites applications from suitably qualified and experienced members of staff to fill the position of **Programmes Coordinator**.

#### THE PURPOSE OF THE JOB

The Programmes Coordinator will provide strategic academic and administrative leadership for the regular academic undergraduate programmes and professional short courses which shall be offered through Open and Distance e-Learning (ODEL), Day Classes, Evening Classes, Weekend Classes and Block-release platforms at the Blantyre Campus.

The position is responsible for ensuring effective programme delivery, maintaining academic standards, supporting student recruitment and programme growth, and strengthening collaboration between structures managing alternative modes of learning and the University's Schools, Departments, and Directorates.

#### DUTIES AND RESPONSIBILITIES

The Programmes Coordinator shall provide academic leadership and strategic oversight for the academic undergraduate programmes and professional short courses at Blantyre campus, and shall be responsible for the following:

- a) Providing strategic leadership in the development, implementation, and monitoring of plans, policies, and budgets for the regular academic undergraduate programmes, ODeL academic programmes and professional short courses.
- b) Coordinating the planning, development, approval, and delivery of regular academic undergraduate programmes, ODeL academic undergraduate programmes and professional short courses offered through Day Classes, Weekend Classes, Evening Classes, and block-release modes.
- c) Ensuring that regular academic undergraduate programmes, ODeL academic programmes and professional short courses comply with the University's academic regulations, quality assurance frameworks, and national accreditation requirements.

- d) Providing leadership in maintaining and enhancing academic standards for the regular academic programmes, ODeL academic programmes and professional short courses offered.
- e) Coordinating with Schools, Departments, Directorates, and other academic units to facilitate the effective delivery and continuous improvement of the regular academic programmes, ODeL academic programmes and professional short courses.
- f) Leading initiatives to expand and sustainably grow the regular academic programmes, ODeL academic programmes and professional short courses in line with the University's strategic and financial sustainability objectives.
- g) Coordinating student recruitment, marketing, and outreach initiatives aimed at strengthening enrolment in the regular academic programmes, ODeL academic programmes and professional short courses.
- h) Ensuring that appropriate teaching and learning facilities, technologies, and academic resources are available to support the effective delivery of regular academic programmes, ODeL academic programmes and professional short courses.
- i) Overseeing programme monitoring, evaluation, benchmarking, and accreditation processes relating to regular academic programmes, ODeL academic programmes and professional short courses.
- j) Ensuring integrity, quality, and ethical standards in teaching, learning, assessment, and student research associated with regular academic programmes, ODeL academic programmes and professional short courses.
- k) Providing leadership and coordination for staff involved in delivering the regular academic programmes, ODeL academic programmes and professional short courses, including workload allocation, mentorship, and performance management.
- l) Ensuring compliance with University policies, governance frameworks, and administrative procedures in the management of the regular academic programmes, ODeL academic programmes and professional short courses.
- m) Preparing and presenting periodic reports on the performance, growth, and strategic direction of regular academic programmes, ODeL academic programmes and professional short courses to relevant University committees and management structures.

## QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

Interested candidates should possess the following qualifications, attributes and experience:

### (a) Qualifications

- PhD or doctoral degree in a relevant academic field.
- Lecturer level or above

## (b) Experience

Applicants must demonstrate:

- Experience in teaching, assessment, and student supervision at undergraduate and/or postgraduate level in a recognised tertiary education institution.
- Proven experience in curriculum design, programme development, and review within a university setting.
- Experience in coordinating or contributing to the delivery of academic programmes across multiple modes of delivery, including flexible or non-traditional learning formats.
- Evidence of engagement with the scholarly and/or professional community through research, publications, conferences, or professional networks.
- Experience in supervising undergraduate and postgraduate students and supporting their academic development.
- Participation in community engagement, professional outreach, or knowledge transfer initiatives aligned with university mandates.

## (c) Personal Qualities

### Essential:

- Demonstrated ability to provide academic leadership and coordinate regular academic programmes, ODeL academic programmes and professional short courses.
- Ability to lead curriculum innovation and implement effective and flexible teaching and learning approaches.
- Capacity to manage multiple academic programmes delivered through different study modes.
- Ability to support student learning, academic development, and effective programme delivery.
- Demonstrated ability to mentor and support academic staff involved in programme delivery and research.
- Sound understanding of university governance, financial management, quality assurance, and accreditation processes.
- Strong interpersonal, communication, coordination, and negotiation skills.

### Desirable:

- Previous leadership or academic management experience within a higher education institution (e.g., programme coordination, headship of department, or similar roles).

- Experience in managing or coordinating flexible modes of learning, continuing education, or ODeL programmes.

## REMUNERATION AND TENURE FOR THE POSITIONS

The successful candidate for the above advertised positions shall be engaged on a three year renewable contract based on satisfactory performance in line with the MUST's Performance Management System and new job requirements. In addition, the successful candidates shall receive appropriate remuneration based on MUST's prevailing rates, equivalent to those of academic managers.

## PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

MUST has a zero-tolerance policy on sexual exploitation and abuse. Therefore, applicants for the above vacancies must be willing to abide to the MUST Policy on Prevention of Sexual Exploitation and Abuse.

## MODE OF APPLICATION

Interested candidates who meet the requirements for above advertised position should submit their applications with an updated curriculum vitae and copies of their academic and professional qualifications by **Friday, 24<sup>th</sup> April, 2026**.

Applications must be addressed to:

The University Registrar  
Malawi University of Science and Technology  
P.O. Box 5196  
Limbe

Applications should be submitted through the MUST website: [careers.must.ac.mw](https://careers.must.ac.mw)

Only shortlisted applicants will be acknowledged