MALAWI UNIVERSITY OF
SCIENCE AND TECHNOLOGY

DOING BUSINESS UNUSUAL



VACANCIES: INTERNSHIP POSITIONS

BACKGROUND

The Malawi University of Science and Technology (MUST) is seeking suitably qualified and motivated candidates to fill the following internship positions in the **Quality Assurance Office**, **Postgraduate Coordination Office** and **Communications and Marketing Office**:

(1) Quality Monitoring and Compliance Intern (1 position) – Quality Assurance Office
(2) Data Analytics and Reporting Intern (1 position) – Quality Assurance Office
(3) Quality Assurance Research and Evidence Management Intern (1 position) – Quality Assurance Office
(4) Postgraduate Coordination Office Interns (2 positions) – Postgraduate Coordination Office
(5) Marketing Intern (1 position) – Communications and Marketing Office

1. QUALITY MONITORING AND COMPLIANCE INTERN (1 POSITION)

PURPOSE OF THE JOB

The Quality Monitoring and Compliance Intern will support the Quality Assurance Office in monitoring the implementation of quality assurance policies, procedures, standards and institutional quality frameworks across the Schools and administrative departments of the Main Campus at Ndata and the Satellite Campus in Blantyre. The internship aims to

provide hands-on experience in quality monitoring, compliance assessment and continuous improvement in a higher education setting.

DUTIES AND RESPONSIBILITIES

(1) Support monitoring of the implementation of quality assurance policies, procedures, standards and institutional quality frameworks across Schools and administrative departments.

(2) Assist in tracking progress on improvement plans arising from internal reviews, external assessments and accreditation processes.

(3) Support quality audits, programme reviews, compliance assessments and follow-up activities.

(4) Maintain accurate records of quality assurance activities, findings, corrective actions and improvement initiatives.

(5) Perform any other related duties as may be assigned by the supervisor.

QUALIFICATION

A Bachelor's degree in Education, Public Administration, Management, Monitoring and Evaluation, Social Sciences or a related field from a recognised and accredited institution of higher education.

2. DATA ANALYTICS AND REPORTING INTERN (1 POSITION)

PURPOSE OF THE JOB

The Data Analytics and Reporting Intern will support the Quality Assurance Office in the collection, management, analysis and reporting of quality-related institutional data to support evidence-based decision-making. The internship aims to provide hands-on experience in institutional research, performance monitoring and data visualisation.

DUTIES AND RESPONSIBILITIES

(1) Support the collection, cleaning, processing, analysis and interpretation of quality assurance-related institutional data.

(2) Assist in developing reports, summaries, dashboards and other data visualisation tools to support evidence-based decision-making.

(3) Maintain quality assurance databases and support institutional research and performance monitoring activities.

(4) Assist in analysing student feedback, assessment information, performance indicators and other quality-related data.

(5) Perform any other related duties as may be assigned by the supervisor.

QUALIFICATION

A Bachelor's degree in Statistics, Data Science, Computer Science, Mathematics, Economics or a related field from a recognised and accredited institution of higher education. Working knowledge of data analysis and visualisation tools (such as Excel, SPSS, Stata, R, Python or Power BI) will be an added advantage.

3. QUALITY ASSURANCE RESEARCH AND EVIDENCE MANAGEMENT INTERN (1 POSITION)

PURPOSE OF THE JOB

The Quality Assurance Research and Evidence Management Intern will support the Quality Assurance Office in coordinating, verifying and managing quality assurance evidence from Schools, departments and campuses, and in conducting quality assurance research and evaluation activities. The internship aims to provide hands-on experience in evidence management for accreditation, audits and institutional assessments.

DUTIES AND RESPONSIBILITIES

(1) Coordinate the collection, verification, organisation and management of quality assurance evidence from Schools, departments and campuses.

(2) Support the administration of surveys, questionnaires, stakeholder feedback mechanisms and other data collection instruments.

(3) Assist in preparing and maintaining evidence repositories required for accreditation, audits, programme reviews and institutional assessments.

(4) Support tracer studies, stakeholder consultations and other quality assurance research and evaluation activities.

(5) Perform any other related duties as may be assigned by the supervisor.

QUALIFICATION

A Bachelor's degree in Social Sciences, Development Studies, Education, Monitoring and Evaluation, Information or Records Management, or a related field from a recognised and accredited institution of higher education.

4. POSTGRADUATE COORDINATION OFFICE INTERNS (2 POSITIONS)

PURPOSE OF THE JOB

The Postgraduate Coordination Office Interns will provide administrative and clerical support to the Postgraduate Coordination Office, assist in responding to student and stakeholder inquiries, maintain records, and support the efficient delivery of postgraduate academic services.

DUTIES AND RESPONSIBILITIES

(1) Perform general clerical and administrative duties, including filing, photocopying, scanning, data entry and document management.

(2) Receive and respond to routine inquiries from postgraduate students, academic staff and external stakeholders in person, by telephone and via email.

(3) Assist in maintaining accurate student records and databases.

(4) Support the processing of postgraduate applications, registrations, examinations and graduation-related documentation.

(5) Prepare correspondence, reports, meeting minutes and other office documents.

(6) Manage office correspondence and ensure timely distribution of information.

(7) Assist in organising meetings, workshops, seminars and other postgraduate-related events.

(8) Maintain confidentiality of student and institutional information.

(9) Perform any other related duties as may be assigned by the Postgraduate Coordinator or designated supervisor.

QUALIFICATION

A Bachelor's degree in Business Administration, Business Information Systems, Management, Public Administration, Education or a related field from a recognised and accredited institution of higher education. Previous administrative or office experience will be an added advantage.

KNOWLEDGE, SKILLS AND COMPETENCIES

- Proficiency in computer applications, including Microsoft Word, Excel, PowerPoint, Outlook and internet-based communication tools.
- Good written and verbal communication skills, and the ability to handle inquiries professionally and courteously.
- Strong organisational and record-management skills, with attention to detail and accuracy in data entry and document processing.
- Ability to work independently and as part of a team, with good interpersonal skills and customer service orientation.
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.

5. MARKETING INTERN (1 POSITION)

PURPOSE OF THE JOB

The Marketing Intern will support the Communications and Marketing Office in promoting the University's programmes, services, events and achievements to prospective students,

partners and the wider public. The internship aims to provide hands-on experience in marketing, digital and social media communication, brand management and stakeholder engagement in a higher education setting.

DUTIES AND RESPONSIBILITIES

(1) Assist in planning and implementing marketing campaigns and student recruitment activities for the University's undergraduate, postgraduate and short-course programmes.

(2) Support the creation and scheduling of content for the University's website and social media platforms, and monitor engagement.

(3) Assist in the design and production of brochures, flyers, posters, adverts and other promotional materials in line with the University's brand guidelines.

(4) Support the organisation of and participation in open days, career fairs, exhibitions, graduation and other University events.

(5) Assist in gathering market intelligence, stakeholder feedback and data on the reach and effectiveness of marketing activities, and in preparing reports.

(6) Support media relations activities, including drafting press releases, articles and news stories.

(7) Maintain records of marketing materials, media coverage and stakeholder contacts.

(8) Perform any other related duties as may be assigned by the supervisor.

QUALIFICATION

A Bachelor's degree in Marketing, Business Administration (Marketing), Communications, Journalism and Media Studies, Public Relations or a related field from a recognised and accredited institution of higher education. Proficiency in social media management and graphic design tools (such as Canva or Adobe Creative Suite) will be an added advantage.

GENERAL INFORMATION (APPLIES TO ALL POSITIONS)

LEARNING OBJECTIVES

The internships are designed to provide practical exposure and foundational competencies in a university working environment. The successful candidates will:

(1) Gain hands-on experience in the work of their assigned office within a higher education institution.

(2) Develop practical skills in record keeping, data management, documentation and reporting.

(3) Build understanding of university governance, quality assurance, academic administration and institutional communication frameworks.

(4) Enhance analytical, problem-solving and organisational skills.

(5) Strengthen professional communication, ethics and confidentiality practices.

SUPERVISION AND REPORTING

- Quality Assurance Interns will report to the Head of Quality Assurance or designated supervisor.
- Postgraduate Coordination Office Interns will report to the Postgraduate Coordinator or designated supervisor.
- The Marketing Intern will report to the Communications and Marketing Manager or designated supervisor.
- All assignments will be undertaken under close supervision, with outputs reviewed and validated by the supervisor.
- The internship will include structured on-the-job training, regular feedback, and performance evaluation.
- The Interns will be required to maintain confidentiality and adhere to all institutional policies and professional standards.

REMUNERATION AND TENURE OF POSITION

The successful candidates shall be offered an internship allowance in line with the University's Conditions of Service. The internship will be offered for a period of one (1) year and is only renewable once.

MODE OF APPLICATION

Interested candidates who meet the requirements for any of the above advertised positions should submit their applications, **clearly indicating the position applied for**, with an updated curriculum vitae and copies of their academic and professional qualifications by **Friday, 11th December, 2026**. Applications must be addressed to the University Registrar.

Applications must be submitted through the MUST website: careers.must.ac.mw

Only applications submitted through the portal will be recognised.

Only shortlisted applicants will be acknowledged