



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY

JOB VACANCY:

EXECUTIVE DEAN: NDATA SCHOOL OF CLIMATE AND EARTH SCIENCES.

An exciting and challenging job opportunity has arisen at the Malawi University of Science and Technology (MUST) for a senior and experienced academic to fill the position of Executive Dean of Ndata School of Climate and Earth Sciences (NSCES).

THE ORGANISATION

MUST is a Public University situated in the Southern part of Malawi in the beautiful highlands of Thyolo District about 27 kilometres East of Blantyre City. MUST has four Schools: the Malawi Institute of Technology (MIT); the Ndata School of Climate and Earth Sciences (NSCES), the Academy of Medical Sciences (AMS) and the Bingu School of Culture and Heritage (BISCH). Through these Schools, the University is offering undergraduate and postgraduate programmes in various disciplines.

The University would like to engage a suitably qualified person to fill the position of Executive Dean of Ndata School of Climate and Earth Sciences.

FUNCTIONS AND RESPONSIBILITIES

The Executive Dean is the principal officer of the School under the general direction of the Deputy Vice Chancellor and shall serve as the Chairperson of the School's Academic Board. The Executive Dean shall play a critical role in translating to reality, aims and objectives of the University as set out in Part II, section 5 of the MUST Act of 2012, the University Statutes and fulfilling the Vision and Mission of MUST.

The core elements of the job shall be as follows:

- i) Teaching and supervision of students at both graduate and undergraduate level;
- ii) Participating in the development, implementation and review of the University's Strategic plan and other University policies;
- iii) Developing and implementing the University's academic programmes and services within the School such as teaching, learning, research, consultancy and outreach guided by the University's motto of 'Where excellence reigns';

- iv) Ensuring that mechanisms for quality control and enhancements underline academic programmes and service delivery, student admissions and all staff recruitments within the School;
- v) Collaborating with strategic partners such as Government, Industry, research institutions and other relevant stakeholders in the development of academic programmes of the School to ensure that the University has competitive and relevant academic programmes;
- vi) Regular review of existing curricula in line with emerging academic research outcomes and innovations within the disciplines of the School that ensures that the University remains competitive and relevant at national, regional and international levels;
- vii) Engaging in research and innovation projects and activities in collaboration with faculty within the School and the University and or other research institutions locally, regionally and internationally that enhances the reputation of the University as a leading institution in science, technology, innovation and entrepreneurship;
- viii) Marketing the School's undergraduate and postgraduate programmes to Schools and the general public;
- ix) Ensuring that research and innovation breakthroughs within the School are disseminated through seminars, workshop, conferences and publications locally and internationally;
- x) Marketing research and innovation outputs and services of the School to industry, the public, the donor community and the world at large in line with the Intellectual Property Policy of the University;
- xi) Ensuring that the School engages in outreach programmes that benefits the community surrounding the University and the Malawi nation at large;
- xii) Utilizing creatively University resources and developing resource mobilisation programmes, strategies and activities that enhance teaching and research capacity of the School and the sustainability of the School's programmes in the wake of reduced government funding;
- xiii) Providing leadership to Heads of Department and Research Centres under the School;
- xiv) Managing Staff Performance within the school in line with the Performance Management Policy of the University;
- xv) Working in close liaison with the offices of the Vice Chancellor, Deputy Vice Chancellor, University Registrar, Director of Finance and Investments, the Director of Postgraduate, Research and Outreach, Dean of Students' Affairs and other Executive Deans of School on all matters that impact on the proper functioning of the School.

QUALIFICATIONS AND ATTRIBUTES

Specifically, **MUST** requires a person who meets most of the following qualifications and attributes:

- i. A PhD holder in any disciplines of the school: The School offers degree programmes in Climate Science; Earth Sciences; Disaster Risk Management;

- Water Quality Management and Sustainable Energy Systems; or any related field;
- ii. Of the rank of Associate Professor or Professor;
 - iii. Teaching experience at tertiary level of not less than 10 years;
 - iv. Demonstrable ability to manage partnerships;
 - v. Substantial scholarly achievement demonstrated by research outputs in the form of publications in refereed journals, conference proceedings and outreach services;
 - vi. Experience in curriculum development, implementation and review;
 - vii. Experience in academic quality control and enhancement programmes;
 - viii. A team builder who can demonstrate that s/he is able to foster a culture of innovation, creativity and openness, which values every individual's contribution while also ensuring productivity and growth;
 - ix. A good academic team builder with ability to co-ordinate and review work of others to enhance productivity;
 - x. A thorough understanding of the core functions of the University, familiar with the challenges currently facing universities and an awareness of best practices that promote competitiveness of a University to attain high international ranking on international University league tables;
 - xi. Ability to attract resources through research projects and consultancy services;
 - xii. Appropriate levels of IT skills to enable best use of available information and communication facilities;
 - xiii. One who is able to communicate ideas clearly and persuasively;
 - xiv. Experience at the level of Dean of Faculty shall be an added advantage.

TENURE OF THE POST AND REMUNERATION PACKAGE

The Successful candidate shall be engaged on a three year renewable contract based on satisfactory performance. The candidate shall be offered an attractive salary and benefits commensurate with seniority of the position and qualifications in line with the University's Conditions of Service.

METHOD OF APPLICATION

Interested candidates who meet the above qualifications and attributes should submit their applications, together with detailed curriculum vitae duly signed and dated not later than **15th March, 2019**. The curriculum vitae must include the following: the candidate's names in full; date of birth; academic qualifications; experiences in teaching, research, outreach/community engagement services, administration/management, resource mobilization, scholarly publications and names, physical addresses with e-mail of three of their chosen referees.

Applications must be submitted to:

University Registrar
Malawi University of Science and Technology

P O Box 5196
Limbe

For online submission: vacancy@must.ac.mw. Only shortlisted applicants will be acknowledged.