



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY

JOB VACANCY: OFFICE ADMINISTRATOR & ACCOUNTANT – SHORT TERM CONTRACT

The Malawi University of Science and Technology (MUST) is a fourth Public University established by the Government of Malawi in December, 2012. The University is situated in the beautiful highlands of Thyolo District about 27 kilometres East of Blantyre City. It has four Schools: Malawi Institute of Technology; Ndata School of Climate and Earth Sciences; Academy of Medical Sciences; and Bingu School of Culture and Heritage. The University, in partnership with Virginia Tech (U.S.A) is establishing the African Drone and Data Academy (ADDA) in Lilongwe, Malawi beginning 15th September, 2019. An exciting job opportunity has arisen at the University for suitably qualified and experienced individual to fill the above position.

1. PURPOSE OF THE JOB

This job exists to assist in the effective and efficient management of the African Drone and Data Academy (ADDA), within the University.

2. DUTIES AND RESPONSIBILITIES

The Office Administrator & Accountant shall be expected to perform the following duties.

- Booking meetings and schedule events of the Academy.
- Managing office stationery and supplies.
- Maintaining internal databases.
- Submitting monthly expense reports.
- Keeping physical and digital records of employees and students.
- Maintaining a filing system for data on customers and external partners.
- Distributing incoming and outgoing mail.
- Preparing monthly reports and presentations.
- Organising, storing and printing institutional documents, as needed.
- Handling phone calls.
- Making travel and lodging arrangements, including visa applications.
- Handling queries from managers and other employees.

3. QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

- Must possess a minimum of a Bachelors' Degree in either Business Administration or Accountancy from NCHE accredited higher education institution.
- At least 3-5 years of practical experience working as an Office Administrator or Accountant.
- Familiarity with office equipment, including computers, printers and fax machines.
- Knowledge of office policies and procedures.
- Hands on experience with accounting packages e.g. QuickBooks, Sage, MS Excel.
- Experience with office management packages (MS office software, in particular).
- Excellent organisational and time-management skills.
- Strong written and oral communication skills (English).
- Problem-solving attitude, with an eye to detail.

4. DURATION

September, 2019 to December 2019 (with a possible extension for another 12 months)

5. LOCATION

- MUST Campus, Thyolo, Malawi (up to end September, 2019).
- ADDA Offices, Lilongwe, Malawi (from October, 2019 to December 2019).

6. METHOD OF APPLICATION

Interested candidates who meet the above qualifications and requirements should submit their applications, together with detailed curriculum vitae plus copies of certificates not later than **31th August, 2019**. The curriculum vitae must include the following: the candidate's names in full; date of birth; academic qualifications; work experience; and names and phone numbers of three traceable referees. Applications must be submitted to:

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