



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY

JOB VACANCY: PART-TIME ICT TECHNICIAN

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 provide technical support to office staff, laboratory facility, equipment and faculty at the African Drone and Data Academy (ADDA), within the University.

2. DUTIES AND RESPONSIBILITIES

The Part-time ICT Technician shall be expected to perform the following duties.

- Installing and configuring hardware and software components to ensure usability.
- Troubleshooting hardware and software issues.
- Ensuring that electricity safety standards are met.
- Repairing or replacing damaged hardware.
- Upgrading systems to enable compatible software on all computers.
- Installing and upgrading anti-virus software to ensure security at user level.
- Performing tests and evaluations on new software and hardware.
- Providing support to users and being the first point of contact for error reporting.
- Establishing good working relationships with all departments and colleagues.
- Conducting daily backup operations.

- Managing technical documentation.

3. QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

- Must possess a minimum of a Bachelors' Degree in Computer Science or related field from NCHE accredited higher education institution.
- A minimum of 2 years of practical experience in computer networks and systems maintenance.
- Excellent written and verbal communication skills (English).
- Good interpersonal skills.
- Proficient in database programming and software installation.
- Attention to detail.
- Good problem solving skills.

4. DURATION

September, 2019 to December 2019, **Part-time** (with a possible extension for another 12 months)

5. LOCATION

ADDA Offices, Lilongwe, Malawi (from September, 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