



MALAWI UNIVERSITY OF SCIENCE AND TECHNOLOGY

JOB VACANCIES

MUST would like to engage suitably qualified and experienced persons to fill the following positions tenable in academic and administration departments:

A. ACADEMIC VACANCIES

Professor/Reader (Associate Professor)/Senior Lecturer/Lecturer in the following areas:

1. Metallurgy and Materials Engineering
2. Textile Engineering
3. Pure Mathematics
4. Radiography
5. Audio Engineering
6. Geo-Informatics
7. Water Resources Management

The University is looking for candidates with a proven track record of commitment, excellence in teaching, research and resource mobilization.

FUNCTIONS AND RESPONSIBILITIES

The main purpose for the positions is to teach at both undergraduate and postgraduate levels.

The core elements of the job are as follows:

- a. Teaching and devising best learning approaches for students.
- b. Assisting students' academic work and doing students' supervision.
- c. Carrying out research, consultancy and outreach activities.
- d. Scholarly publishing.
- e. Participating in curriculum development and/or curriculum revision.
- f. Providing academic guidance to students.
- g. Senior academics are expected to mentor the new and junior generation of academics.

QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Interested candidates should possess the following attributes:

a. Knowledge

Candidates must be those with strong knowledge of the subject area combined with a broad subject background enabling contribution to teaching and research.

Specific knowledge and competencies are required for the following positions:

1. Radiography

- Digital Radiography
- Sonography
- Computerised Tomography (CT)
- Magnetic Resonance Imaging
- Mammography
- Radiotherapy

2. Geo-Informatics

- Spatial Database Management
- GIS Programming
- Geospatial Systems Analysis and Design
- Geophysics

b. Skills

Candidates must have excellent interpersonal, oral and written communication skills. Those with proven record of ability to attract funding, conduct high quality research which is reflected in the authorship of high quality publications, or other research outputs in their relevant fields, shall have added advantage.

c. Aptitude

Candidates must have ability to work collaboratively.

d. Qualifications

- A PhD in the relevant area.

e. Previous Experience

- Research expertise and experience in their field of specialisation
- Teaching and assessment of students work at undergraduate or postgraduate level at tertiary education institutions.
- Proven experience in curriculum development in science and technology within a university setting.
- Ability to attract funding.
- Engagement with scholarly/professional community.
- Ability to mentor students.
- Participation in community engagement activities.
- Experience in supervision of both undergraduate and postgraduate students.
- Track record of scholarly publications in recognized peer reviewed journals.

f. Personal Qualities

Essential:

- Demonstrated ability to coordinate large courses, prepare and deliver programs at undergraduate and postgraduate levels.
- Demonstrated ability to prepare curriculum and program materials and ability to implement innovative approaches to student-centred learning and quality improvement.
- Ability to manage a large program or a number of small programs.

- Demonstrated ability to support student issues related to effective learning, including student internships and liaison with industry to increase student-industry engagement.
- Extensive experience in research leadership with the ability to build and develop collaborative teams, mentor academic staff to deliver high quality outcomes, attract and secure external research funding to sustain research effort and manage funded research projects including complex budgets and reporting requirements.
- Extensive experience in supervising higher degree by research candidates to maximise research performance.
- Demonstrated ability to manage an academic degree team, supporting scholarly development of less experienced academic staff.
- Demonstrated understanding of and commitment to financial, governance and quality management systems within the university.
- Demonstrated high level of interpersonal, communication and negotiating skills including ability to consult with senior executives, external bodies, produce executive reports, negotiate agreed directions, outcomes and targets within a collaborative environment.
- Emerging nationally recognised research track record including substantial record of research outputs in high quality outlets.

Desirable:

Willingness to be committed to the Vision and Mission of the Malawi University of Science and Technology.

B. ADMINISTRATIVE VACANCIES

**1. CLINICAL OFFICER, INTERNAL MEDICINE
FUNCTIONS AND RESPONSIBILITIES**

The Clinical Officer shall be responsible for providing clinical and health services to staff and students of the University. The successful applicant shall ensure that staff and students are properly diagnosed and that treatment is properly prescribed. Among others, the Clinical Officer shall perform the following duties:

- a. Examining, diagnosing and screening patients (staff and students).
- b. Referring staff and students for laboratory tests.
- c. Prescribing clinical treatment for staff and students.
- d. Working with Dean of Students Affairs in managing students' medical admissions and discharges.
- e. Ordering drugs and monitoring their proper use.
- f. Referring patients to relevant medical specialists for further treatment.
- g. Recording patients' data in relevant registers.
- h. Aggregating, analysing and interpretation of patients' data.
- i. Disseminating health information to staff and students

QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Interested candidates should possess the following attributes:

- A minimum of Diploma in Clinical Medicine from a recognized institution.
- Must be registered with Medical Council of Malawi.
- Those with additional qualification such as a certificate in counselling shall have an added advantage.
- At least three (3) years' work experience in similar work or environment.
- Strong interpersonal skills and teamwork spirit.
- Ability to effectively communicate with staff and students.

2. NURSING AND MIDWIFERY OFFICER

The Nursing and Midwifery Officer shall be responsible for supporting the provision of health care services to staff and students of the University. The successful applicant shall ensure that staff and students are given high standards of care. Among others, the Nursing and Midwifery Officer shall perform the following duties:

- a. Providing comprehensive nursing and midwifery care to staff and students (preventive, promotive, curative and rehabilitative)
- b. Managing health services data for the MUST health care facility.
- c. Supporting health related research work occurring within the MUST Academy of medical sciences.
- d. Referring complicated health issues concerning patients to next level of care timely and accordingly.
- e. Providing Family planning services to staff and students community.
- f. Providing Under-five care to MUST Community.
- g. Working with Dean of Students Affairs in managing students' medical issues.

QUALIFICATIONS, ATTRIBUTES AND EXPERIENCE

Interested candidates should possess the following attributes:

- A minimum of Diploma in Nursing and Midwifery at Registered level from a recognized institution
- Must be registered with Nurses and Midwives Council of Malawi
- Those with additional qualifications in nursing or clinical care shall have an added advantage
- At least three (3) years' work experience in similar work or environment
- Strong interpersonal skills and teamwork spirit
- Ability to effectively communicate with staff and students.

3. ASSISTANT LIBRARIAN (READERS SERVICES)

The Assistant Librarian (Readers Services) shall work under the supervision of University Librarian and shall be responsible for planning, organizing, and execution of readers' services at the Library. This includes directing readers' services operations to meet library requirements, supporting existing services, developing new services, and supervising staff. The successful candidate shall have the opportunity to work closely with and contribute to the success of other areas including technical services, programming, collection development, and IT.

Functions and Responsibilities

- a. Dealing with user enquiries via the library staffed enquiry points in addition to telephone and online enquiries.
- b. Supervising service points and ensuring appropriate levels of staffing throughout the library opening hours.
- c. Co-ordinating and overseeing key reader services activities including support for serials, reservations, requests and document delivery services.
- d. Liaising with other groups of library staff, particularly Subject Teams to ensure that Reader Services provision reflects user needs of the university community.
- e. Recruitment, training, appraisal and staff development of Reader Services staff.
- f. Overseeing production and analysis of records of onsite collection use and usage demands and trends, and provide related suggestions for digitisation of collections.
- g. Assisting the University Librarian with registration procedures, induction and user education for library users.
- h. Assisting with the development, implementation and documentation of policies and procedures for the MUST library reader services
- i. Overseeing processes relating to the uplifting, retrieval, recall and return of library working collection items.
- j. Carrying out or supervising library administrative tasks which may include documenting records, managing subscriptions, gathering statistics and producing reports as required by library management.
- k. Ensuring cash handling, health and safety, human resources and other university procedures are followed.
- l. Participating in library and other meetings, teams and working groups.
- m. Developing professional interests associated with the needs of the service and keep up to date through appropriate internal and external staff development activities.

Qualifications, Attributes and Experience

- A minimum of a Bachelors' degree in a relevant field obtained from a recognised institute of higher learning.
- Successful candidate must be willing to undergo a 2 years training programme in Library Information Services within higher education institutions in Malawi.
- Effective use of internet and database search strategies.
- Familiar with technologies and devices used by patrons for information and leisure reading.
- Understand principles of reference service and reader's advisory.
- Those with work experience in education institutions will have an added advantage.
- Strong supervisory skills.
- Excellent written and oral communication skills.

4. LIBRARY GUARD

This job exists to support the provision of security services in the library. Among others, the Library Guard shall perform the following duties:

Duties and Responsibilities

- a. Opening and closing the library.
- b. Inspection of all materials entering and leaving the library.
- c. Enforcing library rules and safety regulations.
- d. Making regular rounds of the interior and reading areas.
- e. Responding to staff calls for assistance.
- f. Dealing with disruptive library users.

Qualifications, attributes and experience

- A good Malawi School Certificate of Education (MSCE) with a credit in English.
- Applicants with relevant work experience will have an added advantage.
- Applicants with proven knowledge of security matters will have an added advantage.
- Mature and well-disciplined person.
- Reliable and trustworthy person.
- Strong interpersonal skills and teamwork spirit.
- Ability to effectively communicate well in English.

METHOD OF APPLICATION

Interested candidates who meet the above qualifications and attributes should submit their applications, together with up-to-date curriculum vitae plus copies of their academic qualifications, professional qualifications and copies of registration certificates with relevant regulatory bodies (where applicable) not later than **30th April, 2021**. The curriculum vitae must include the following: the candidate's names in full; date of birth; academic qualifications; work experience; and names and e-mail addresses of three traceable referees.

Applications must be submitted to:

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

Email: registrar@must.ac.mw and vacancy@must.ac.mw

All electronic applications must be duly signed. Only shortlisted candidates will be acknowledged.