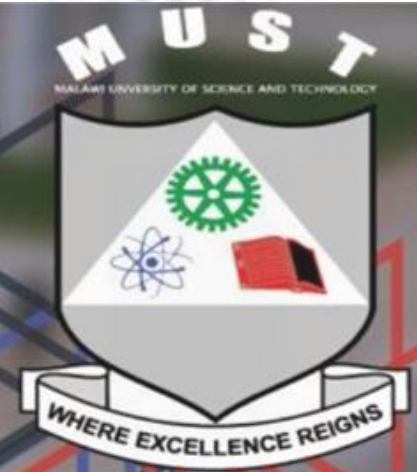


# MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



## JOB OPPORTUNITIES

### DIRECTOR OF THE BINGU SCHOOL OF CULTURE AND HERITAGE DIRECTOR OF RESEARCH AND OUTREACH SERVICES

#### 1 Background

The Malawi University of Science and Technology (MUST) intends to recruit senior and experienced academics with a proven track record of excellence in academic management, teaching, research, innovation, grant attraction and resource mobilisation to fill the positions of:

- a) Director of the Bingu School of Culture and Heritage
- b) Director of Research and Outreach Services

#### 2 Director of the Bingu School of Culture and Heritage

The Director is the principal officer of the School and the Chairperson of the School's Academic Board. The Director works under the general direction of the Deputy Vice-Chancellor and is required to lead the translation and implementation of the University's mandate, aims and objectives at School Level by performing and assuming the following key roles and responsibilities:

##### 2.1 Leadership and Management

- 2.1.1 Provide overall leadership and strategic direction for the School and build an effective, motivated and high-functioning multidisciplinary team.
- 2.1.2 Lead the development and implementation of strategies, policies, procedures, and standards for the sustainable growth and efficacy of the School in line with MUST's strategic objectives.
- 2.1.3 Lead the development of creative approaches for sustainable generation and efficient utilisation of resources within the School in the wake of reduced government funding.

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- 2.1.4 Be an effective team player at the executive level by working productively with the Chancellery, University Registrar and other Directors to ensure alignment of purpose for achieving University goals and objectives.
- 2.1.5 Ensure the availability of effective and efficient mechanisms for staff and student recruitment and onboarding, teaching and learning, academic service provision and continuous improvement.
- 2.1.6 Ensure compliance with legal requirements and adherence to all MUST policies by staff and students within the School.
- 2.1.7 Lead the development of annual School work plans to provide a basis for departmental work plans and staff performance agreements aligned with University goals and objectives, Malawi 2063 and MIP-1.
- 2.1.8 Lead the consultative development and prudent management of the School's annual budget in line with MUST's financial operating procedures and regulations.

## 2.2 Research and valorisation

- 2.2.1 Ensure that the School has an updated research agenda aligned with MUST's research agenda and other national policy and development documents.
- 2.2.2 Ensure that staff and students are active in research and innovation projects within the School, the University and/or with other institutions locally, regionally and internationally.
- 2.2.3 Lead the School's marketing and dissemination initiatives for research, innovation breakthroughs and services.
- 2.2.4 Lead School's staff and student capacity-building initiatives in research and/ or grant attraction.

## 2.3 Teaching and learning

- 2.3.1 Teaching and supervision of students.
- 2.3.2 Lead the regular review and/ or consolidation of existing curricula and the development of new ones informed by the School's emerging academic research and innovation outcomes.
- 2.3.3 Lead marketing of the School's undergraduate and postgraduate programmes within and outside Malawi.
- 2.3.4 Ensure that the School has adequate and modern quality assurance, control and enhancement mechanisms for delivery of academic programmes, implementation of various school services and activities and student and staff lifecycle management.
- 2.3.5 Ensure that the School's academic programmes are continuously accredited.
- 2.3.6 Ensure that the School uses modern technologies and approaches for teaching and learning.
- 2.3.7 Lead the adoption and sustainable scaling up of alternative learning



modes for programmes offered by the School.

## 2.4 People Management

- 2.4.1 Lead the implementation of the Performance Management System within the School.
- 2.4.2 Ensure that the University's HR policies, procedures and systems are fully implemented and adhered to within the School.
- 2.4.3 Ensure that staff within the School are capacitated and have access to the necessary support to contribute to achieving the University's objectives.
- 2.4.4 Engender a culture of excellence, cooperation, innovation and respect within the School.

## 2.5 External Engagement

- 2.5.1 Ensure that the School engages in outreach programmes that benefit the surrounding communities and the nation.
- 2.5.2 Lead collaboration with strategic partners such as the Government, industry, research institutions, and other relevant stakeholders in School's programming to ensure that the School and the University are relevant and have a competitive advantage.
- 2.5.3 Lead the establishment of links with local and international universities and institutions to share resources, leverage synergies and implement staff and student exchange programmes.

## 3 Director of Research and Outreach Services

The Director is the principal officer of the Directorate and works under the general direction of the Deputy Vice-Chancellor. The Director is required to lead the translation and implementation of the research, innovation and outreach mandates, aims and objectives of the University by performing and assuming the following key roles and responsibilities:

### 3.1 Leadership and Management

- 3.1.1 Provide overall leadership and strategic direction for the Directorate and build effective, motivated and high-functioning multidisciplinary research teams within the University.
- 3.1.2 Lead the development and implementation of strategies, policies, procedures, and standards for the sustainable growth and efficacy of the Directorate in line with MUST's strategic objectives.
- 3.1.3 Lead the development of creative approaches for sustainable generation and efficient utilisation of resources within the Directorate in the wake of reduced government funding.
- 3.1.4 Lead the development and review of research, dissemination, knowledge transfer, consultancy, outreach, innovation, copyright and intellectual property policies and guidelines.
- 3.1.5 Be an effective team player at the executive level by working

productively with the Chancellery, University Registrar and other Directors to ensure alignment of purpose for achieving University goals and objectives.

- 3.1.6 Ensure the availability of effective and efficient mechanisms for staff and student research, grant attraction and management, community engagement, outreach services and continuous improvement.
- 3.1.7 Advise and ensure compliance with legal requirements and adherence to all MUST and national policies and legal provisions on research and ethics, outreach, innovation, commercialisation, copyright and intellectual property by staff and students.
- 3.1.8 Lead the development of annual Directorate work plans and the University's research agenda to provide the basis for staff and student research, innovation and outreach activities in line with University goals and objectives, Malawi 2063 and MIP-1.
- 3.1.9 Lead the consultative development and management of the Directorate's and University's annual research and outreach budgets in line with MUST's financial operating procedures and regulations.
- 3.1.10 Lead conceptualisation and implementation of initiatives to develop the University's capabilities and capacity to deliver high-quality research, grants, innovation, consultancy, and outreach outputs.
- 3.1.11 Develop and implement effective, efficient, sustainable management systems research, ethical clearance, innovation, and outreach.
- 3.1.12 Lead and facilitate licensing and protection of University technologies and inventions to preserve intellectual property.
- 3.1.13 Mobilise resources, attract grants and diversify the income base for research and outreach activities in the University.

## 3.2 Research and Valorisation

- 3.2.1 Lead the conceptualisation and implementation of vibrant research, consultancy, innovation, and outreach activities in the University.
- 3.2.2 Represent the interests of the University in contractual research, grants and consultancy applications and reporting.
- 3.2.3 Ensure that the University maintains an up-to-date publications white-list and research database.
- 3.2.4 Strengthen incubation and commercialisation at MUST.
- 3.2.5 Promote and develop working strategies for growing MUST's research journals.
- 3.2.6 Support faculty and student research, innovation and outreach programmes.
- 3.2.7 Implement joint research, innovation and outreach programmes with national and international universities and research



institutions.

- 3.2.8 Ensure high quality, integrity and ethics in staff and student research.
- 3.2.9 Ensure that the University has adequate quality assurance and control mechanisms for quality research, innovations and outreach activities.

### 3.3 Teaching and Learning

- 3.3.1 Teach and supervise students.
- 3.3.2 Develop and implement tailor-made research short courses for staff, students and other stakeholders.
- 3.3.3 Support MUSTREC to provide IRB services.
- 3.3.4 Facilitate a research-based approach of reviewing existing programmes and developing new ones to address existing gaps.

### 3.4 People Management

- 3.4.1 Ensuring that staff and students are capacitated and have access to the necessary support to engage in research, innovation, outreach, grant attraction and commercialisation initiatives.
- 3.4.2 Ensure that the University's Research, Innovation, Outreach and Consultancy policies, procedures and systems are fully implemented and adhered to by staff and students.
- 3.4.3 Engender a culture of research, innovation and outreach excellence, cooperation and respect within the Directorate and the University.

### 3.5 Outreach and knowledge transfer

- 3.5.1 Ensure that the University engages in outreach programmes that benefit the surrounding communities and the nation.
- 3.5.2 Lead the establishment and management of research, innovation and outreach links and strategic partnerships with the Government, industry, research institutions, and other relevant local and international stakeholders.

## 4 Requirements for each position

Aspiring candidates must be at the Senior Lecturer level or higher, possess a PhD qualification from a reputable University and have ten years of teaching and research experience at the tertiary level. Furthermore, the PhD qualification for aspiring candidates for the Director of the Bingu School of Culture and Heritage should be in the Humanities or Social Studies.

Aspiring candidates for each position should also demonstrate:

- a) A clear vision and passion for managing and growing the School or the Directorate.
- b) Substantial scholarly achievement in the form of reputable, non-predatory

- publications in refereed journals and conference proceedings.
- c) Experience in academic quality control and enhancement programmes.
  - d) Ability to coordinate and review the work of others to enhance productivity.
  - e) Experience in curriculum development, implementation and review.
  - f) Team building and leadership success and the ability to foster a culture of collaboration, innovation, creativity and excellence.
  - g) A thorough understanding of the University's core functions, challenges facing universities, and best practices promoting university competitiveness.
  - h) Ability to attract and manage resources through research projects, grants and consultancy services.
  - i) Appropriate levels of IT skills.
  - j) Ability to communicate ideas clearly and persuasively.

Candidates with prior experience and a track record of success in similar positions shall have an added advantage.

## 5 Remuneration and tenure for each position

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

## 6 Mode of application for each position

Candidates who meet the requirements for the posts should submit their applications with an updated curriculum vitae with the email addresses of three traceable referees and copies of their academic and professional qualifications no later than **Tuesday, 11 October 2022**. The curriculum vitae must include experience in teaching, research, outreach/community engagement services, administration/management, resource mobilisation, grant management and scholarly publications.

Hard copy applications must be submitted to **The University Registrar, Malawi University of Science and Technology, P.O. Box 5196, Limbe.**

Alternatively, online submission can be made through the following specific emails:

1. Director of the Bingu School of Culture and Heritage (BISCH): [vacancy-dbisch@must.ac.mw](mailto:vacancy-dbisch@must.ac.mw).
2. Director of Research and Outreach Services (DRO): [vacancy-dro@must.ac.mw](mailto:vacancy-dro@must.ac.mw).