

# MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



## JOB VACANCIES: ASSISTANT REGISTRAR (ACADEMIC) & ICT OFFICER (SYSTEM DEVELOPER)

### Background

Exciting and challenging administrative job opportunities have arisen at the Malawi University of Science and Technology (MUST) for suitably qualified and experienced individuals who would like to contribute to the growth and success story of the University.

### 1 Assistant Registrar (Academic)

The Assistant Registrar (Academic) works under the direct supervision of the University Registrar and helps in the effective and efficient implementation, optimisation, continuous improvement and general management of academic matters and policies in the University.

#### 1.1 Duties and Responsibilities

Among others, the Assistant Registrar (Academic) will perform the following duties and responsibilities:

- a) Assisting the University Registrar in the administration and organization of all academic matters concerning undergraduate and postgraduate studies, admissions, teaching, examinations, research, and publications.
- b) Planning and coordinating curriculum development and reviews for all academic programmes and courses taught at the University.
- c) Championing implementation and coordinating the development and review of all policy documents related to academic functions (admission, teaching, examinations, research and publications, fees, etc.).
- d) Ensuring that all students admitted to the university have the required qualifications for various academic programmes.
- e) Planning and coordinating the preparation of academic calendars and class and examination schedules.
- f) Facilitating the setting, administration, marking and prompt release of examinations as well as the prompt processing of academic queries and appeals.

- g) Collaborating with staff in the Office of the University Registrar, Student Services, and other sections to provide a conducive environment for teaching and learning in the University.
- h) Supervising departmental staff, assessing performance and identifying training needs and recommending appropriate training.
- i) Arranging and coordinating the planning and implementation of graduation ceremonies.
- j) Facilitating effective academic record-keeping and management.
- k) Managing the implementation and ensuring the continuous improvement of the student's records management information system.
- l) Performing the duties of Secretary to the University Senate and other statutory committees.

## 1.2 Qualification and Experience

Interested candidates should have the following qualifications, attributes, and experience:

- a) A minimum of a master's degree in Education or Management fields from a recognized University. Those with a bachelor's degree plus four years of experience in an academic office at a University shall be considered.
- b) Excellent leadership skills and ability to effectively lead and develop a professional team.
- c) Excellent interpersonal, communication, public relations, and negotiation skills.
- m) Ability to manage difficult constituent issues tactfully, defuse potentially explosive interactions; keep composure, respect confidentiality, and resolve difficult problems by using independent judgment.
- d) Demonstrated computer literacy skills and must have sufficient knowledge of working with Microsoft Office packages.
- e) A good understanding of organisational and management challenges and the ability and drive to conceptualise and manage complex processes.

## 2 ICT Officer (System Developer)

The ICT Officer: System Developer works under the general direction of the ICT Manager and supports the teaching and learning innovations for staff and students using modern learning technologies. The System Developer will manage the development, maintenance and improvement of MUST's management information systems and other enterprise applications.

### 2.1 Duties and Responsibilities

Among others, the System Developer will perform the following duties and responsibilities:

- a) Working with a wide range of stakeholders and a team of other developers to design, implement, support and improve software programs and systems.
- b) Engaging with users and other stakeholders to gather and analyse user requirements and effectively engage clients to produce robust proposed solutions.
- c) Producing clean, efficient code and associated technical and user documentation based on specifications.

- d) Using development tools to write and test code to develop and integrate ICT solutions for the University.
- e) Testing, changing and reverse engineering existing software for system optimisation, reliability and continuous improvement.
- f) Writing documentation and operating manuals.
- g) Supporting the existing systems/applications on technical issues.
- h) Participating in relevant ICT-related projects as required by the ICT manager.

## 2.2 Qualification, Attributes and Experience

Interested candidates should have the following qualifications, attributes, and experience:

- a) Bachelor of Science degree in Information Technology, Computer Science, Computer Systems and Security or any ICT-related field. ICT-related professional certifications will be an added advantage.
- b) Proficiency in working with full stack.
- c) Minimum of 2 years' experience as a System Developer or in similar roles.
- d) Competent in computer programming and systems development using PHP, Java, and Python programming languages.
- e) Knowledge in database design and usage using various Database Management Systems such as PostgreSQL, MySQL, and SQLite.
- f) Knowledge of development frameworks including Laravel, Spring Boot, and Django.
- g) Competent in Web development using HTML, CSS and JavaScript, and Content Management Systems such as WordPress.
- h) Proficiency in system development technologies like ReactJS and NodeJS, and version control technologies like Git.
- i) Track record and an understanding of concepts of computer security technologies.
- j) Familiarity with various operating systems and platforms, especially Linux/Unix.
- k) Sharp analytical and critical thinking skills.
- l) High levels of integrity, motivation, a desire for continuous learning and the ability to work in a team with diverse views.

## 3 Method of Application

Interested candidates who meet the above qualifications and attributes should send their applications, together with detailed curriculum vitae no later than **28<sup>th</sup> February, 2023**. The curriculum vitae must include the following: the candidate's name in full; date of birth; academic qualifications; work experience; and names and e-mail addresses of three traceable referees. Applicants for the post of ICT Officer (System Developer) must also include a 2-page summary of the IT systems they have developed.

Applications must be sent to:

**University Registrar  
Malawi University of Science and Technology  
P O Box 5196**

## Limbe

### Please Note:

1. Applications can also be sent electronically to a relevant email address: [assistantregistrar@must.ac.mw](mailto:assistantregistrar@must.ac.mw) or [systemdeveloper@must.ac.mw](mailto:systemdeveloper@must.ac.mw)
2. Only signed electronic applications will be considered.
3. Only shortlisted applicants will be acknowledged.