

# MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



## VACANCY: PROJECT OFFICER

### 1 BACKGROUND

Exciting and challenging job opportunities as Project Officers 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 of the University.

The Project Officers will support the implementation of the following two projects:

- 1.1. “Ntchito Mbambande—Skilled youth for an inclusive, wealth creating, and self-reliant nation” Project being led by CARE Malawi.

The overall objective of this project is “to increase employability and self-employment opportunities available to young TEVET graduates and out-of-school youth, with special attention to gender, equity and environmental principles.”

- 1.2. The Centre for Agriculture Transformation Programme

Land O Lakes Venture 37 (Lead), the University of Minnesota (UMN), Stellenbosch University (SU) and MUST, through the MUST Institute of Industrial Research and Innovation (MIIRI), have partnered to implement activities under the Centre for Agricultural Transformation (CAT) as a central hub to catalyse Malawi’s agricultural growth.

MUST would, therefore, like to utilise part of the funds under the above projects to engage two suitably qualified and experienced individuals to fill two positions tenable at the University as follows:

- (1) Project Officer--Ntchito Mbambande Project

## (2) Project Officer--Centre for Agriculture Transformation Programme

### 2 GENERAL DESCRIPTION OF THE POSITIONS

Reporting to the Director for MIIRI, the Project Officers shall provide leadership and oversight in supporting Faculty and students and community innovators by setting up a well-structured university-based incubation programming within the Institute. In addition, the holder shall be responsible for designing innovation incubation management functions, develop training materials and initiate coaching and mentorship programmes for students, faculty and stakeholders.

The Project Officer shall also broadly be responsible for supporting the training of innovators to support the overall programming of the two projects

#### 2.1 Key responsibilities

- 2.1.1 Perform and assist in implementation and monitoring of specific activity under the MUST components of the projects;
- 2.1.2 Support the MIIRI Team in identifying emerging challenges to be addressed by the innovators;
- 2.1.3 Collect and analyse data and design a proper Monitoring and Evaluation system for each of the project outcomes;
- 2.1.4 Organise and attend project meetings, seminars, trainings and conferences;
- 2.1.5 Prepare project progress reports for the Institute, University, partners and funding agency;
- 2.1.6 Lead in developing research and development proposals;
- 2.1.7 Prepare other articles, reports, and presentations;
- 2.1.8 Request or acquire equipment and supplies necessary for the project;
- 2.1.9 Any other duties as assigned by the Director and other seniors at the University.

#### 2.2 Essential qualifications, experience and attributes

- 2.2.1 Must have a first degree from any recognized university and those with or completing their Master's degree will have an added advantage;
- 2.2.2 Proficiency in statistical packages;
- 2.2.3 The candidate should be able to design and implement research projects;
- 2.2.4 He/she should be an innovator and a critical thinker.

### 3 MODE OF APPLICATION

Candidates who meet the requirements for the above posts should submit their applications which should include:

- Curriculum Vitae
- Copies of academic qualifications/transcripts
- A statement of motivation – why you think you are the best candidate for the position (1 page).
- A letter of recommendation from a current or previous immediate supervisor (1 page).
- The application should be compiled into one document of no more than 10 pages in total.

Only complete applications will be assessed.

The applications should be submitted **no later than Friday, 17<sup>th</sup> February, 2023.**

Applications must be submitted to:

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

In addition, applications may be submitted online to the University Registrar using the following email addresses:

- 3.1. Project Officer--Ntchito Mbambande Project: [pontchito2023@must.ac.mw](mailto:pontchito2023@must.ac.mw).
- 3.2. Project Officer--CAT Programme: [pocat2023@must.ac.mw](mailto:pocat2023@must.ac.mw)

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