

MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



ADMINISTRATIVE VACANCIES

Exciting and challenging 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 of the University in the below-listed posts.

1.0 Security Assistant

Reporting to the Security Officer and the Administration Manager, the Security Assistant shall be responsible for providing security services to keep the university premises safe and secure at all times.

1.1 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Carrying out routine security checks in the University premises.
- b) Supervising and monitoring the performance of security guards.
- c) Carrying out roll calls of security guards.
- d) Allocating guards to appropriate duty posts.
- e) Detecting and investigating suspicious unlawful behaviours, security threats and suspected crimes.
- f) Apprehending security suspects and surrendering them to police.
- g) Assisting the university in processing of court cases.
- h) Ensuring effective guarding and protection of lives and property at all the university locations.
- i) Writing and submitting work reports about security and safety status of the university.

1.2 Qualifications, Attributes and Experience

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

- a) Be a holder of Malawi School Certificate of Education (MSCE) with good passes in Mathematics and English.
- b) Must be a trained police or army officer, fully commissioned with valid security/military training certificate.
- c) At least four (4) years' work experience in police or military service covering critical areas such as intelligence, community policing, order restoration and prosecution.
- d) Must be prepared and ready to work in a busy environment.
- e) Must have strong interpersonal skills and team work spirit.
- f) Must be able to work under pressure and willingness to work during odd hours, weekends and in work shifts.
- g) Must be able to effectively communicate with staff and students.
- h) Must be matured and well disciplined.
- i) Must be reliable and trustworthy.

2.0 Driver

Reporting to the Head Driver and the Administration Manager, the Driver shall be responsible for providing transportation services to the university community of staff and students.

2.1 Duties and Responsibilities

The main tasks of the job are as follows:

- a) To provide secure and timely driving services to transport staff, students and goods.
- b) Ensure that mileage for all trips are properly recorded in the logbook.
- c) Ensure security and safe parking of vehicles.
- d) Ensure that vehicles are regularly serviced.
- e) Ensure that fuel and service of vehicles are properly recorded.
- f) Ensure that tyres for the vehicles are in a good and working condition.
- g) Conduct pre-trips checks to make sure the vehicles are clean and that fuel level, oil level, water level and battery are in order.
- h) Ensure that all vehicle equipment (first aid box, tools, spare tyres) are in good working order.
- i) Keep vehicles free from damage and in acceptable manner.
- j) Ensure that vehicles are in proper and safe condition prior to use.
- k) Checking and reporting on mechanical malfunctions, routine vehicle repairs and maintenance.
- l) Checking and reporting on renewal of road documents such as vehicle insurance, certificate of fitness and road permits.

2.2 Qualifications, Attributes and Experience

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

- a) Be a holder of Malawi School Certificate of Education (MSCE) with good passes in Mathematics and English.
- b) Must have valid Driving Licence Class CE/Class D and Category PGD.
- c) Must have a valid Defensive Driving Certificate.
- d) At least three (3) years' work experience in similar and busy environment.
- e) Strong interpersonal skills and team work spirit.
- f) Ability to work under pressure and willingness to work during odd hours, weekends, public holidays and in work shifts.
- g) Ability to effectively communicate with staff and students.
- h) Matured and well disciplined.
- i) Reliable and trustworthy.
- j) Must have sober habits.
- k) Must be physically fit.

3.0 Accounts Intern

Reporting to the Accountant and the Finance Manager, the Accounts Intern shall be responsible for the assigned accounting services in the university.

3.1 Duties and Responsibilities

The main tasks of the job are as follows:

(1) Accounting Processes

- a) Receives cash, cheques and direct deposit slips and issuing official receipts.
- b) Prepares bank deposit schedules for cash and cheques for checking and approval.
- c) Banks cash and cheques to the relevant banks.
- d) Collects documentation from the bank for issuing of receipts for direct deposits.
- e) Uploads direct deposit into the Sage ERP.
- f) Enters data into the Sage ERP.
- g) Files accounting documents in the relevant files.
- h) Performs bank reconciliations for designated accounts.
- i) Ensures receipt postings are up-to-date to facilitate reporting.
- j) Maintains daily cash balance position ledger.
- k) Prepares invoices for customers.
- l) Receipts direct deposits into Sage ERP.
- m) Allocates receipts to respective Invoices in the GL.

(2) Accounting Reporting

- a) Prepares statements and analysis of debtors' accounts.
- b) Reconciles debtor accounts.
- c) Reconciles bank accounts.
- d) Prepares reports for outstanding staff debts and cash imprests.
- e) Prepares monthly revenue report.

(3) Cashflow Management

- a) Follows up on outstanding staff, student and general debtors by sending reminders.
- b) Follows up on payment of revenue from facility rentals.
- c) Updates income on various IGA activities.

3.2 Qualifications, Attributes and Experience

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

- a) Be a holder of a Diploma in Accounting from a recognised and accredited institution of higher education, obtained recently. Those with a Bachelor's degree from recognised and accredited institution of higher education shall have an added advantage.
- b) Must be prepared and ready to work in a busy environment.
- c) Must have strong interpersonal skills and team work spirit.
- d) Must be able to effectively communicate with staff and students.
- e) Must be well disciplined, reliable and trustworthy.

3.3 Remuneration and Tenure for the Position

The successful candidate for the position shall be engaged on a one-year internship contract and shall receive appropriate remuneration in form of internship allowance/stipend.

4.0 Stores Intern

Reporting to the Accountant and the Finance Manager, the Stores Intern shall be responsible for the assigned stores services in the university.

4.1 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Record inventory data manually or electronically.
- b) Receive, count, and verify incoming stock orders.
- c) Open Bin cards for every new stock control movement.
- d) Receiving, storing, and issuing of approved stocks to users.
- e) Conduct stock checks to ensure stocks are within the standard levels required.
- f) Document discrepancies between inventory records and physical counts of stock.
- g) Label stock items with labelling equipment such as identification tags or stamps.
- h) Process requisitions and/or purchase orders.
- i) Distribute products or materials to store's shelves or stores provided spaces.
- j) Process damaged or defective stock in accordance with stores standard operating procedure.

- k) Maintain accurate records of contracts, purchase orders, and requisitions.
- l) Comply with safety regulations during stock movement.
- m) Keep the stock room neat and orderly.
- n) Keep up-to-date the stock inventory of materials, supplies, parts, and merchandise.
- o) Ensure stock allocation and standard packing systems are in place, according to the allocation code.
- p) Preparation of monthly receipt and issue summary reports.
- q) Preparation of stock taking stock sheets.
- r) Be involved and participate in the stock taking process.

4.2 Qualifications, Attributes and Experience

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

- a) Be a holder of a Diploma in Purchasing and Supply from a recognised and accredited institution of higher education, obtained recently.
- b) Must be prepared and ready to work in a busy environment.
- c) Must have strong interpersonal skills and team work spirit.
- d) Must be able to effectively communicate with staff and students.
- e) Must be well disciplined, reliable and trustworthy.

4.3 Remuneration and Tenure for the Position

The successful candidate for the position shall be engaged on a one-year internship contract and shall receive appropriate remuneration in form of internship allowance/stipend.

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

MUST has a zero-tolerance policy on Sexual Exploitation and Abuse. Therefore, applicants for the above vacancies must be willing to abide to the MUST Policy on Prevention of Sexual Exploitation and Abuse.

MODE OF APPLICATION FOR THE POSITIONS

Interested candidates who meet the above qualifications and attributes should submit their applications, detailed and updated curriculum vitae and copies of certificates not later than **7th June, 2024**. 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:

The University Registrar
Malawi University of Science and Technology

P.O. Box 5196

Limbe

Alternatively, applications can be submitted online to the University Registrar using the following email address: vacancy@must.ac.mw

All hardcopy and electronic applications must be duly signed. Only shortlisted applicants will be acknowledged.