

MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



JOB VACANCIES FOR TAGDEV 2.0 PROJECT

Transforming Africa's Agricultural Universities to Meaningfully Contribute to Growth and Development (TAGDev 2.0) is a collaboration between RUFORUM, Mastercard Foundation, 12 African universities and the Global Confederation of Higher Education Associations for Agricultural and Life Sciences (GCHERA). The main objective is to strengthen universities and TEVET institutions to better serve communities by skilling and empowering Africa's young people and their institutions to drive inclusive, equitable and climate resilient transformation of agriculture and agrifood systems. This goal will contribute to three strategic outcomes: (a) Expanded equal work opportunities for young women and men in the agricultural sector (b) Improved climate adaptive agricultural production and productivity (c) Strengthened quality of higher agricultural education outcomes in training, research and innovation.

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 work in the following positions tenable under the TAGDev 2.0 Project:

1.0 Associate Programme Coordinator

1.1 Position Objective

The Associate Programme Coordinator shall perform the administrative function and day to day management and operations of the programme unit and activities.

1.2 Key Duties and Responsibilities

Reporting to the Programme Coordinator, the Associate Programme Coordinator (Programme Officer) will carry out the following key duties and responsibilities:

- 1) Support the Programme Coordinator in the university in the administration and technical delivery of the programme.

- 2) Provide administrative support in the selection, recruitment and capacity building of programme staff and scholars.
- 3) Establishing partnerships with private sector, TVETS and other institutions to advance university-community engagement, students training, and entrepreneurship.
- 4) Support the Programme Coordinator and RUFORUM Secretariat team in mobilizing resources to support programme activities for scaling and supporting other partner universities.

1.3 Delivery, Timeliness and Quality

The Associate Programme Coordinator will have the following deliverables, timeliness and quality:

- 1) Support the Programme Coordinator in the university in the administration and technical delivery of the programme.
- 2) Participate in monthly programme meetings.
- 3) Proportion of resources raised to support scaling up and out.
- 4) Monthly, quarterly and annual reports produced and shared with the programme director at the RUFORUM Secretariat.
- 5) Timely completion of studies by beneficiary students.
- 6) Institutional transformation initiatives undertaken and respective outcomes.
- 7) Programme learning outcomes documented and published.
- 8) Proportion of financial resources fundraised.

1.4 Qualifications, Attributes and Experience

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

1. A Master's degree in agricultural sciences or related disciplines from a recognised university.
2. A PhD will be an added advantage.
3. At least 5 years' experience in coordinating development programmes.
4. Experience in resource mobilization with evidence of funds mobilised from international community.
5. Evidence of publication in SCOPUS indexed journals.
6. Flexibility in working schedule and willingness to travel at short notice.
7. Good inter-personal skills and communication skills.
8. A good understanding of organisational and management operations.
9. Ability and drive to manage complex processes.

2.0 Entrepreneurship and Business Development Officer

2.1 Position Objective

The Entrepreneurship and Business Development Officer will be responsible for leading the implementation of the TAGDev programme's entrepreneurship and business development initiatives at the University.

2.2 Key Duties and Responsibilities

Reporting to the Programme Coordinator, the Entrepreneurship and Business Development Officer will carry out the following key duties and responsibilities:

- 1) Lead implementation of the entrepreneurship and business development model at MUST.
- 2) Develop the university-level strategy and operational plans for the Business incubation hubs.
- 3) Working closely with the Senior Programme Officer on Business Creation, Incubation and Jobs that promote the aims and values of RUFORUM related to business development.
- 4) Coordinate the delivery of business development services to students, start-up owners and agricultural value chain stakeholders.

2.3 Delivery, Timelines and Quality

The Entrepreneurship and Business Development Officer will have the following deliverables, timeliness and quality:

- 1) Institutional entrepreneurship, investment and business development strategy developed.
- 2) Monthly, quarterly and yearly reports on entrepreneurship, investment and business development activities.
- 3) Proportion of enterprises/start-ups surviving.
- 4) Business linkages, collaborations and networking initiatives undertaken.
- 5) Contribution to additional financial resources mobilized for supporting entrepreneurship, investment and business incubation.

2.4 Qualifications, Attributes and Experience

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

- 1) A Master's degree in Agricultural Sciences, Agribusiness, Economics or related sciences from a recognised university.
- 2) At least 3 years' experience in a similar position with a reputable organisation.
- 3) Experience in coordinating university-level incubation processes and mentorship of startups.
- 4) Sound understanding of SMEs sector needs.
- 5) Good interpersonal skills and communication skills.

- 6) A good understanding of organisational and management operations.
- 7) Ability and drive to manage complex processes.

3.0 Gender, Wellness and Careers Officer

3.1 Position Objective

The Gender, Wellness and Careers Officer will be responsible for overseeing the delivery of gender, wellness and careers services at the Universities within the TAGDev 2.0 programme.

3.2 Key Duties and Responsibilities

Reporting to the Programme Coordinator, the Gender, Wellness and Careers Officer will carry out the following key duties and responsibilities:

- 1) Ensure gender and inclusion mainstreaming and provide proactive technical support to the organization on gender issues.
- 2) Plan, implement and undertake follow-up on gender issues, wellness and inclusion-related activities.
- 3) Provide technical support to the programme coordinator and associate programme officer in developing and executing gender mainstreaming, wellness and inclusion plans.
- 4) Collaborate with the RUFORUM team (SPO Business Creation, Incubation and Jobs, PO Digital Economy Integration and PO Business Development Services) to develop strategies and implement actions for increasing the quality of students' transitions to dignified and fulfilling work.

3.3 Delivery, Timelines and Quality

The Gender, Wellness and Careers Officer will have the following deliverables, timeliness and quality:

- 1) Gender mainstreaming activities undertaken.
- 2) Produce monthly, quarterly and yearly reports on gender, wellness and inclusion services and initiatives.
- 3) Gender, inclusion and wellness mainstreaming initiatives launched and maintained.
- 4) Monthly, quarterly and yearly reports produced.

3.4 Qualifications, Attributes and Experience

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

- 1) A Master's degree in Gender, Education, Law, Social Administration, Psychology or related fields from a recognised university.
- 2) At least 2 years working experience in a similar or related organisation.
- 3) Experience in working with young people.
- 4) Strong knowledge of safeguarding standards for young people.
- 5) Flexibility in working schedules and willingness to travel at short notice.

- 8) Good inter-personal skills and communication skills.
- 9) A good understanding of organisational and management operations.
- 10) Ability and drive to manage complex processes.

4.0 Assistant Accountant

4.1 Position Objective

The Assistant Accountant will be responsible for financial, accounting, reporting and overall compliance with established TAGDev programme financial management procedures and guidelines.

4.2 Key Duties and Responsibilities

Reporting to the Programme Coordinator, the Assistant Accountant will carry out the following key duties and responsibilities:

- 1) Support financial administration and accounts of the programme at the University.
- 2) Ensure compliance with approved financial management guidelines.
- 3) Prepare all requisite reconciliations and provide timely financial returns to the RUFORUM Secretariat.

4.3 Delivery, Timeliness and Quality

The Assistant Accountant will have the following deliverables, timeliness and quality:

- 1) Periodic reports on a monthly, quarterly and annual basis.
- 2) Proportion of funds accurately accounted for and cleared by RUFORUM Secretariat.
- 3) Timely disbursement of funds to students and research teams.

4.4 Qualifications, Attributes and Experience

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

- 1) A Diploma in Accounting or Accountancy or equivalent from a recognised university.
- 2) Those with a Bachelor's degree in Accounting or Accountancy or equivalent from a recognised university, will have an added advantage.
- 3) Ability to use financial and accounting software applications.
- 4) Ability to undertake critical analysis of budget processes, expenditure control, budget performance and problems on finance and accounting.
- 5) Ability to prepare accurate and quality financial reports according to prescribed reporting formats.
- 6) Flexibility in working schedules including travel at short notice.
- 7) Good inter-personal skills and communication skills.
- 8) A good understanding of organisational and management operations.
- 9) Ability and drive to manage complex processes.

5.0 Remuneration and Tenure for the Positions

The successful candidates for the above stated positions shall be engaged on a two-year renewable contract based on satisfactory performance in line with the MUST's Performance Management System and new job requirements. In addition, the successful candidates shall receive appropriate remuneration based on MUST's prevailing rates.

6.0 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.

7.0 Method of Application

Interested candidates who meet the above qualifications and attributes should submit their applications, together with detailed curriculum vitae not later than **14th 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:

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

Please Note:

1. Signed applications can also be sent electronically to: vacancy@must.ac.mw
2. Only shortlisted applicants will be acknowledged