

MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



ADMINISTRATIVE VACANCY

Exciting and challenging job opportunity 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 post.

ODEL ADMINISTRATION OFFICER

1.1 Background

Reporting to the ODeL Coordinator and the Assistant Registrar (Academic), the ODeL Administration Officer shall be responsible for providing ODeL administrative and operational services to the ODeL student community.

1.2 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Ensuring students fulfil their registration requirements.
- b) Overseeing student registration in liaison with the Assistant Registrar (Academic).
- c) Ensuring the availability of academic policies for students and staff.
- d) Maintaining updated students records in the ODeL Centre.
- e) Keeping an up-to-date assets register for the ODeL Centre.
- f) Helping in the development of ODeL teaching calendar and examinations timetable.
- g) Supporting invigilators during examinations.
- h) Coordinating student support services in the ODeL Centre.
- i) Assisting in preparing adverts and student recruitment processes for programmes offered under ODeL.
- j) Facilitating communication with students and stakeholders.
- k) Facilitating procurement of office supplies for ODeL Centre.
- l) Taking minutes and compiling reports for ODeL-related meetings.
- m) Providing general administrative services in the Centre.

- n) Managing the ODeL Centre's central information.
- o) Supporting with the provision of human resource management services in the Centre.

1.3 Qualifications, Attributes and Experience

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

- a) Must be a holder of a Bachelor's degree in the areas of Education/Public Administration/Business Administration/Human Resource Management/Management Sciences from a higher education institution accredited by NCHE.
- b) Must have at least three (3) years' work experience in similar or related position.
- c) Must be prepared to work in a busy environment.
- d) Must have strong interpersonal skills and team work spirit.
- e) Must be willing to work during odd hours and weekends.
- f) Must be able to effectively communicate with staff and students.

1.4 Remuneration and Tenure for the Position

The successful candidate for the position shall be engaged on a two-year initial contract and shall receive appropriate remuneration in accordance with MUST policies.

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

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

MODE OF APPLICATION FOR THE POSITION

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 **31st July, 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.