

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. Library Assistant Intern

1.1 Background

Reporting to the Assistant Librarian, the Library Assistant Intern shall be responsible for the assigned library services in the university.

1.2 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Conduct registration of new patrons to the library
- b) Repair damaged circulation materials, including books and equipment
- c) Provide patrons with general information on library services
- d) Assist and instruct patrons in using library services, equipment, and facilities
- e) Work at the circulation desk of the library
- f) Cataloging of books or materials in the technical services unit
- g) Maintain performance and repair of circulation equipment
- h) Recommend equipment improvements
- i) Maintain circulation data and prepare regular statistical reports

1.3 Qualifications, Attributes and Experience

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

- a) Be a holder of a Bachelor's degree in Library and Information Studies or related disciplines from a recognised and accredited institution of higher education, obtained recently.

- b) Must be prepared and ready to work in a busy environment, work over the weekends and night shifts
- 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

1.4 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.

2. ICT Intern

2.1 Background

Reporting to the ICT Officer, the ICT Intern shall be responsible for the assigned ICT services in the university.

2.2 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Install hardware and software
- b) Make upgrades and repairs as needed
- c) Perform maintenance to ensure that all systems are operating smoothly
- d) Provide LAN maintenance and support
- e) Resolve ICT related problems reported by end users

2.3 Qualifications, Attributes and Experience

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

- a) Be a holder of a Diploma in Information Technology obtained recently from a recognized and accredited institution of higher education. Those with a Bachelor's degree in Information Technology from recognised and accredited institution of higher education shall have an added advantage.
- b) Strong understanding of computer network infrastructure.
- c) Ability to implement, administer and troubleshoot network infrastructure devices.
- d) Ability to quickly learn technologies and products using documentation and internet resources.
- e) Must be prepared and ready to work in a busy environment.
- f) Must have strong interpersonal skills and team work spirit.
- g) Must be able to effectively communicate with staff and students.
- h) Must be well disciplined, reliable and trustworthy.

2.4 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 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 **3rd October, 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.