

# MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



## ADMINISTRATIVE VACANCY

Exciting and challenging job opportunity has 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.

### 1. Systems Administrator Intern

#### 1.1 Background

Reporting to the ICT Manager, the Systems Administrator Intern shall be responsible for the assigned ICT services in the university.

#### 1.2 Duties and Responsibilities

The main tasks of the job are as follows:

- a) Configure and install Cloud Computing Information Systems
- b) Act as a technical liaison between ICT and other departments
- c) Provide training and support to university stakeholders on new information systems
- d) Evaluate and monitor the performance of MUST's Information Systems
- e) Manage digital security and implement risk mitigation strategies
- f) Support management of Windows, Linux, or Mac systems
- g) Upgrade, install, and configure application software and hardware
- h) Troubleshoot and offer technical support to staff
- i) Create and manage system permissions and user accounts
- j) Conduct regular security tests and monitoring
- k) Maintain network systems and file-sharing protocols
- l) Participate in ICT projects as directed by the ICT Manager

#### 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 Information Technology, Computer Science, and Information Systems from a recognized and accredited institution of

higher education. Those with a professional certification shall have an added advantage

- b) Experience as a System Administrator, Network Administrator, or similar role
- c) Knowledge of databases, LAN, WAN networks, and patch management
- d) Proficiency in system monitoring, data backups, and recovery
- e) Ability to create scripts in various programming languages
- f) Familiarity with operating systems like Windows and Linux
- g) Strong problem-solving skills and resourcefulness
- h) Must be prepared and ready to work in a busy environment
- i) Must have strong interpersonal skills and team work spirit
- j) Must be able to effectively communicate with staff and students
- k) 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.

#### 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 **18<sup>th</sup> 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](mailto:vacancy@must.ac.mw)

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