

MALAWI UNIVERSITY OF SCIENCE & TECHNOLOGY



VACANCY ADVERTISEMENT

BUSINESS ENTERPRISE MANAGER

1 BACKGROUND

The Malawi University of Science and Technology (MUST) is a fourth public university established by the Government of Malawi in December 2012. The University is situated in the beautiful highlands of Thyolo District, about 27 kilometres East of Blantyre City. It has four Schools: Malawi Institute of Technology; Ndata School of Climate and Earth Sciences; Academy of Medical Sciences; and Bingu School of Culture and Heritage. In addition, the University has centres of excellence, including the MUST Institute of Industrial Research and Innovation [MIIRI], Centre for Strategic Studies, and Centre for Climate Change and Disaster Risk Management.

Through the MIIRI, the University would like to recruit a Business Enterprise Manager to support the establishment and operation of the University Business Entity with the goal of driving the commercialisation strategic intent in line with Pillar II- Industrialisation of the MW2063, Pillar III- Technology, Innovation and Enterprise of the University's Strategic Plan.

2 GENERAL DESCRIPTION OF THE JOB

Reporting to the MIIRI Director, the Business Enterprise Manager shall head the MIIRI Strategic Business Enterprise Unit (MSBEU) and shall oversee and lead the development and growth of the University Commercialisation drive.

The manager will provide leadership and oversight in supporting faculty, students and partners by setting up a well-structured university-based incubation programming within the MSBEU. In addition, the holder shall be responsible for designing innovation incubation management functions, develop training materials and initiate coaching and mentorship programme for students, faculty and stakeholders through the Innovation and Business Leadership Academy. The manager will also broadly be responsible for

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identifying partners and investors for supporting the business agenda of the University. The manager will participate in identification of business viable technologies; support business growth and investment, resulting in the establishment of spin off companies for the University.

3 KEY DUTIES AND RESPONSIBILITIES

Among others; the manager shall be expected to perform the following duties:

- (i) Support the establishment of MIIRI Strategic Business Enterprise Unit in line with University's Strategic pillars.
- (ii) Put in place the innovation and commercialization incubation and business leadership system.
- (iii) Facilitating business development support services for innovators and financial management mentorship for entrepreneurs.
- (iv) Lead in business registration and regulatory requirements.
- (v) Lead in conducting market research-demand analysis, industry analysis, and competitor analysis initiatives.
- (vi) Determine market feasibility of the product innovations, developing financial forecasts and business plan documents
- (vii) Support development of the strategic intent of the companies and define core functions and mandate of the companies together with the vision, mission statement and core values.
- (viii) Identify the financial and other resources required to successfully implement the business plan.
- (ix) Determine macroeconomic assumptions and trends that will affect the business and determine business assumptions that will affect the business.
- (x) Prepare financial projections.
- (xi) Design training programs and identify industry coaches to advance community, industry and university innovation commercialization.
- (xii) Facilitate business training for start-ups and entrepreneurs.
- (xiii) Present reports at various forums such as research symposia, conferences, workshops both locally and internationally ensuring the visibility of the University's commercialization drive in line with the MW2063 and MUST Strategic Plan.
- (xiv) Lead in engaging innovation investors especially financial institutions.

4 QUALIFICATIONS, KNOWLEDGE, SKILLS AND EXPERIENCE

Interested candidates should possess the following qualifications, knowledge, skills and experience:

- Master's degree in Finance, Business Management, Banking or Accounting or any related field from a recognized University

- A minimum of two (2) years' experience in commercialization of innovation and research products; working in innovation and research environment or the Banking/Finance sector
- Experience of preparing business development plans
- Proven ability for networking with major players in government and across the private sector
- Entrepreneurship educator
- Proven experience of preparing and managing budgets
- Excellent IT skills and database management
- Excellent interpersonal skills including the ability to influence across the organization and externally
- Be a team player and ready to collaborate with others in positive manner

5 REMUNERATION AND TENURE FOR THE POSITION

The successful candidates shall be engaged on a two-year contract and have their performance evaluated in line with the MUST's performance management system and new job requirements. In addition, the successful candidate shall receive appropriate remuneration based on MUST's prevailing rates.

6 PREVENTION OF SEXUAL EXPLOITATION AND ABUSE

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

7 MODE OF APPLICATION FOR THE POSITION

Interested candidates who meet the above qualifications and requirements should submit their applications, together with detailed curriculum vitae plus copies of certificates (where applicable) not later than **Friday, 31st January, 2025**. The curriculum vitae must include the following: the candidate's names in full; date of birth; academic qualifications; innovation and research experience; and email addresses of three traceable referees.

Applications must be submitted by email to:

University Registrar
Malawi University of Science and Technology
P.O. Box 5196
LIMBE

Email addresses: vacancy@must.ac.mw

All application letters must be duly signed. Only shortlisted applicants will be acknowledged.