



VACANCY

Applications are invited from suitably qualified candidates for the position of Research Ethics (REC) Administrator position tenable at MUBAS in Blantyre. The Research Ethics Committee (REC) Administrator will head the REC Secretariat and oversee its day-to-day operations. The Administrator will be responsible for coordinating research proposal submissions and reviews, managing REC meetings and communications, and ensuring that all REC activities comply with institutional, national, and international ethical standards. The position reports directly to the Head of Research and Innovation. The position is offered as a fixed-term contract for a period of three years, with the possibility of renewal.

Key Duties and Responsibilities

- i. Assisting researchers with the submission process of documents to the REC in line with established guidelines and Standard Operating Procedures (SOPs).
- ii. Providing guidance to researchers on REC requirements, timelines, and compliance obligations.
- iii. Conducting awareness sessions for faculty, students and all stakeholders on the operations of the REC.
- iv. Screening application packages for completeness and eligibility prior to REC review.
- v. Managing and tracking submitted proposals through the review and approval process.
- vi. Reviewing amendments and responses to queries, and, if satisfactory, forwarding to the REC Chairperson and designated members for final approval.
- vii. Coordinating the protocol review process, including assignment of reviewers and timely follow-ups.
- viii. Organizing and manage REC meetings, prepare agendas, and ensure accurate recording and circulation of minutes.
- ix. Facilitating communication between REC members, researchers, and relevant stakeholders.
- x. Managing the Secretariat's daily administration, including handling correspondence, filing, and database management.

- xi. Overseeing REC revenue streams, including collection of fees, financial record keeping, and reporting.
- xii. Planning, monitoring, and evaluating REC activities to ensure efficiency and compliance.

Minimum Education Qualifications and Experience

- i. A minimum of a Master's degree in Applied Ethics, Bioethics, Engineering Ethics, Business Ethics and Compliance, Public Health, Law, Business Studies, Applied Sciences, Technology, Social Sciences, or a related field.
- ii. At least four (4) years' experience in research ethics, research management, or related regulatory/compliance work.
- iii. Demonstrated knowledge of the research regulatory environment in Malawi, including familiarity with NCST procedures, intellectual property rights and, relevant national legislation.
- iv. Strong understanding of university structures, culture, and research contexts, across a diverse range of academic disciplines.
- v. Proven administrative and organisational skills, with the ability to manage multiple tasks and deadlines effectively.

METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **12th December, 2025** to talentsearch@mubas.ac.mw addressed to The Registrar, MUBAS, P/Bag 303, Chichiri, Blantyre 3. Applicants should indicate the position applied for in the subject line of their emails. Only electronic applications will be accepted.