VACANCIES

Applications are invited from suitably qualified candidates for the following positions tenable at MUBAS in Blantyre.

A. HEAD OF ECONOMICS AND LAW DEPARTMENT

The Head of Economics and Law Department shall be responsible to the Executive Dean of the School of Business and Economic Sciences. He/she shall provide leadership and overall coordination of all academic and administrative matters of the Department.

Duties and Responsibilities

a. Leading in the development, implementation and monitoring of the departmental plans, strategies, budgets and academic programmes.

b. Monitoring, implementing and maintaining academic standards.

c. Establishing and maintaining partnerships and links with Government, the public and private sector, development partners and the international community.

d. Leading in the development and implementation of resource mobilization plans and strategies, and ensuring efficient resource utilization in the Department.

e. Supporting staff in research, consultancy and outreach programmes for the Department.

f. Initiating recruitment processes.

g. Advising staff on relevant and credible journals in specialized fields of the school.

h. Preparing reports for the Department.

i. Undertaking curriculum review and tracer studies.

j. Orienting and mentoring the new academic generation.

k. Allocating work and reviewing the performance of staff.

Qualifications

- An earned Ph.D. from an accredited institution.
- 3 years' experience at supervisory level.
- Those at Senior Lecturer level and above or in Senior Leadership positions shall have an added advantage.

Term of Office

The successful candidate shall be offered a 3-year performance-based contract which may be renewed once.

B. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN BIOTECHNOLOGY (FIXED-TERM CONTRACT)

The position is under the Physics and Biochemical Sciences Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

C. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN CHEMISTRY (FIXED TERM CONTRACT)

The position is under the Physics and Biochemical Sciences Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

D. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN INDUSTRIAL PROCESSES (FIXED TERM CONTRACT)

The position is under the Physics and Biochemical Sciences Department. Applicants must possess a minimum of a master's and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

E. LECTURER IN CONSTRUCTION MANAGEMENT (TENURE)

The position is under the Civil Engineering Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field.

F. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN CLOUD COMPUTING (Tenure)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

G. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN CYBER SECURITY (Tenure and Fixed-Term Contract)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

H. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN SOFTWARE ENGINEERING (Tenure and Fixed-Term Contract)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

I. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN DATA SCIENCE (Tenure)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

J. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN MACHINE LEARNING AND ARTIFICIAL INTELLIGENCE (Tenure and Fixed-Term Contract)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

K. PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/LECTURER IN INFORMATION SYSTEMS AUDIT (Fixed-Term Contract)

The position is under the Computer Science and Information Systems Department. Applicants must possess a minimum of a master's degree and a credit pass in their bachelor's or honours degree in the relevant field. Additionally, those applying for Senior Lecturer level and above should have a track record of relevant publications.

L. ASSISTANT LIBRARIAN - SYSTEMS

Position Overview

The position is tenable in the Library Services Department. The Assistant Librarian (Systems) shall be responsible to the Librarian. He/she will be responsible for support, management and development of library systems.

Key role and responsibilities

a. Developing and implementing policies and procedures in systems development

b. Monitoring and advising on Library and Information Technology matters.

c. Maintaining library technology infrastructure, mainly Koha integrated library management system, the digital repository (DSpace), Open Journal Systems, and library security system (EM).

d. Managing and providing application support, configuration, and maintenance

for a portfolio of library systems, ensuring security, sustainability, and documentation according to agreed standards and procedures.

e. Developing and improving existing library information systems and implementing new services in support of Library strategic aims.

f. Coordinating and conducting staff training for the development of ICT skills in the use of automated systems and IT products, services and emerging technologies.

g. Ensuring system integrity, reliability, responsiveness, security and compliance with library policies.

h. Researching, evaluating, and recommending new technologies and systems developments in libraries and higher education.

i. Providing management information and analysis, including statistical reports from library information systems in support of an evidence-informed approach to decision making.

j. Contributing to Library Services and wider University projects and leading in Library Services projects on user experience (UX), usability, and accessibility.

Qualifications and Experience

- Master's degree in Computer Science/Information Technology/ Library and Information Science.

- Bachelor's degree in Library and Information Science/Computer Science/ Information Technology.

- 3 years' experience of working in an active library environment

- Knowledge of library management systems such as Koha, DSpace for digital repository, Open Journal Systems (OJS), and programming languages such as Python, SQL, MySQL

- Familiarity with standards appropriate to library applications such as MARC21 and Z39.50 among others.

N. LIBRARY OFFICER - ICT

Position Overview

The position is tenable in the Library Services Department. The Library Officer -ICT shall be responsible to the Librarian.

Duties and responsibilities

a. Reviewing, monitoring and implementing policies, plans, standards, strategies and procedures in systems development.

b. Designing, implementing and maintaining library systems and databases.

c. Facilitating the acquisition, review and maintenance of computer hardware and software systems.

d. Installing and maintaining the Library's Local Area Network in connection with the Wide Area Network, library website, and databases.

e. Monitoring audio-visual services.

f. Coordinating and implementing information security systems.

g. Installing and maintaining ICT equipment.

h. Maintaining the institutional repository

i. Digitizing information resources.

j. Providing ICT user support services.

Qualifications and Experience

- Bachelor's degree in Computer Science/Information Technology/Library and information Science with ICT or IT option.

- 3 years' experience in library ICT operations.

- Knowledge of Koha integrated library management system and DSpace

O. LIBRARY OFFICER - ACQUISITION

Position Overview

The position is tenable in the Library Services Department. The Library Officer -Acquisition shall be responsible to the Assistant Librarian.

Duties and responsibilities

a. Reviewing, monitoring and implementing acquisition policies, plans, standards, strategies and procedures.

b. Reviewing condition of existing stock.

c. Verifying acquisition information.

d. Conducting needs assessment for information resource requirements.

e. Liaising with publishers and vendors to identify new and alternative titles.

f. Preparing reports.

Qualifications and Experience

- Bachelor's degree in Library and Information Science

- 3 years' experience in library operation

- Knowledge of systems for print and e-book acquisition.

- Ability to interpret usage statistics from e-libraries and e-databases.

P. LIBRARY OFFICER – READER SERVICES

Position Overview

The position is tenable in the Library Services Department. The Library Officer (Reader Services) shall be responsible to the Assistant Librarian.

Duties and responsibilities

a. Supporting the development, implementation and monitoring of readers services policies, plans, standards, strategies and procedures.

b. Receiving and compiling statistical reports from reader's services section.

c. Conducting user information needs analysis.

d. Maintaining user membership in the library management system.

e. Recording and handling user disciplinary issues.

f. Supporting staff and students training in the use of library resources.

g. Supporting user information literacy programmes.

h. Facilitating the management of readers services resources, new technologies and facilities.

i. Issuing and discharging materials.

j. Preparing reports.

Qualifications and Experience

- Bachelor's degree in Library and Information Science
- 2 years' experience in managing a library

METHOD OF APPLICATION

Applications with two traceable referees should be sent by **Monday, 30 June, 2025** to talentsearch@mubas.ac.mw addressing the Registrar, MUBAS, P/Bag 303, Chichiri, Blantyre 3. Applicants should indicate the position applied for in the subject line of their emails and the application package should be merged as one document. Please note that hard copy applications are not allowed.