VACANCIES

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

A. LIBRARY OFFICER – ICT (MU8)

Position Overview
The position is tenable in the Library Services Department. The Library Officer (ICT) shall be responsible administratively to Librarian and functionally to ICT Manager. He/she will be responsible management of library ICT services.

Key role and responsibilities

a. Designing, implementing and maintaining library systems and database.
b. Facilitating the acquisition, review and maintenance of computer hardware and software systems.
c. Developing and maintaining network and library website.
d. Monitoring audio-visual services.
e. Coordinating and implementing information security systems.
f. Installing and maintaining ICT equipment.
g. Digitizing information resources.
h. Providing ICT user support services and processing IDs.
i. Preparing reports.
j. Allocating work and appraising staff.

Minimum Education Qualifications and Experience

- Bachelor's degree in Information Technology or related fields.
- 3 years' experience of working in an academic library environment involving programming knowledge of Koha Library Management System will be an added advantage.

B. LABORATORY TECHNICIAN (MU9)

Position Overview
The position is tenable in the Civil Engineering Department. The Laboratory Technician

shall be responsible to the Head of Civil Engineering Department. He/she shall be responsible for supporting clients in designing and executing laboratory/workshop/studio activities according to standard procedures.

Key Roles and Responsibilities

a. Implementing standard operating procedures including laboratory/workshop rules and regulations.
b. Maintaining, repairing and cleaning laboratory/workshop equipment and accessories.
c. Conducting or supporting demonstrations during workshop/ laboratory/ studio sessions.
d. Supporting and orienting laboratory/workshop users and enforcing procedures, rules and regulations of the laboratory/workshop/studio.
e. Maintaining inventory of all workshop/laboratory/studio resources.
f. Implementing, enforcing occupational, health and safety systems.
g. Supporting academic research and outreach services.
h. Documenting and archiving results of laboratory/workshop analyses.

Minimum Education Qualifications and Experience

- Diploma in Civil Engineering or related field
- 2 years' work experience

C. STORES TECHNICIAN (MU9)

Position Overview

The position is tenable in the Electrical Engineering Department. The Stores Assistant shall support clients in designing and executing laboratory/workshop/studio activities according to standard procedures.

Key Roles and Responsibilities

a. Implementing standard operating procedures including, laboratory/workshop rules and regulations.
b. Maintaining, repairing and cleaning laboratory/workshop equipment and accessories.
c. Conducting or supporting demonstrations during workshop/ laboratory/ studio sessions.
d. Supporting and orienting laboratory/workshop users and enforcing procedures, rules and regulations of the laboratory/workshop/studio.
e. Maintaining inventory of all workshop/laboratory/studio resources.
f. Implementing, and enforcing occupational, health and safety systems.
g. Supporting academic research and outreach services.
h. Documenting and archiving results of laboratory/workshop analyses.

Minimum Qualifications and Experience

- Diploma in Electrical and Electronics Engineering or its equivalent.
- 2 years' work experience.

METHOD OF APPLICATION

Applications with three traceable referees and addressed to The Registrar, MUBAS, P/Bag 303, Chichiri, **Blantyre 3**, should be sent by **Friday 4th December, 2026** to talentsearch@mubas.ac.mw. Applicants should indicate the position applied for in the subject line of their email applications and the application package should be merged as one document. Please note that hard copy applications are received but not encouraged.