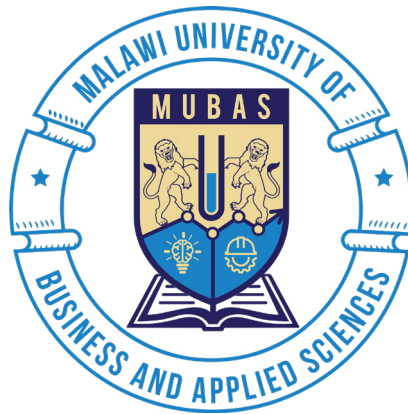




VACANCIES

The Malawi University of Business and Applied Sciences (MUBAS) was created by an Act of Parliament, the MUBAS Act of 2019 as an entrepreneurial university specialising in Business and Applied Sciences. The University would like to fill the following positions with suitably qualified candidates at a time when it is globally repositioning itself to run in compliance with international norms of scholarship and a business culture that characterises a modern university.

1. HEAD OF INFORMATION COMMUNICATION AND TECHNOLOGY

Position Overview

The Head of ICT shall be responsible to the Deputy Vice-Chancellor in respect of the quality and standards of ICT infrastructure and software systems.

Duties and responsibilities

The Head of the ICT Department shall:

- Lead the development and review of ICT policy, strategy, procedures and standards that are responsive to emerging technologies and changing needs and practices in higher education from time to time for approval by the Council.
- Be responsible for putting in place ICT systems, infrastructure and other accessories that are state-of-the-art befitting modern universities.
- Provide quality services and appropriate state-of-the-art IT infrastructure and applications, with seamless and secure access that supports learning, teaching, research and administrative functions.
- Manage and monitor IT service delivery and support, benchmarked against best-practice service management guidelines.
- Capacitate from time-to-time University staff and students with knowledge and skills for utilizing IT resources responsibly, effectively and efficiently.
- Provide cyber security of the University's IT systems and infrastructure including data.

Qualifications and Experience

- A Bachelor's degree in Computer Science, Information Technology (IT), or Management Information Systems (MIS), and a Master's degree in a relevant field, from an institution accredited or recognized under the National Council for Higher Education Act.
- Extensive hands-on ICT experience - at least 7 years of progressive experience, including senior ICT leadership, preferably in a public university or comparable higher-learning institution.
- Strategic ICT leadership - Ability to develop and implement a university-wide ICT strategy aligned with teaching, learning, research, administration and institutional development.
- Higher-education ICT expertise - Strong understanding of the unique ICT requirements of universities, including LMS, student information systems, e-learning, research systems, digital libraries, academic systems and university management systems or comparable systems.
- Enterprise infrastructure expertise - Strong practical knowledge of data centres, servers, storage, networks, Wi-Fi, cloud services, cybersecurity, identity management, disaster recovery and business continuity.
- Digital transformation capability - Ability to lead the university towards digitalisation, automation, integration of systems and modern technology-enabled services.
- Cybersecurity and risk management - Ability to establish and maintain appropriate cybersecurity governance, policies, controls, incident response and data protection measures.
- ICT governance and policy - Experience developing ICT policies, standards, procedures, architecture and governance frameworks appropriate for a university environment.
- Project and programme management - Proven ability to manage large ICT projects, vendors, budgets, implementations and institutional change.
- Budget and resource management - Ability to plan and manage substantial ICT budgets, infrastructure investments, licences, contracts and human resources effectively.
- Vendor and stakeholder management - Ability to work effectively with university management, academics, students, government, regulators, telecommunications providers, technology companies and development partners.
- Leadership and team development - Ability to build, mentor and retain a competent ICT team while establishing a culture of professionalism, accountability, innovation and service excellence.
- Business continuity and resilience - Strong understanding of power resilience, backup systems, disaster recovery, redundancy and continuity of critical university services.
- Innovation and future-readiness - Awareness of emerging technologies such as AI, cloud computing, data analytics, IoT and modern cybersecurity, and the ability to determine where they can add value to the university.
- Service-oriented mindset - Ability to ensure that ICT is viewed not simply as a technical support function, but as a strategic enabler of the University's core business.

Tenure of Office

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

2. HEAD OF RESEARCH AND INNOVATION

Position Overview

The Head of Research and Innovation shall be responsible to the Deputy Vice-Chancellor for leading, promoting, encouraging and facilitating the advancement of knowledge, its dissemination, the commercialization of research and innovation products and services as well as overseeing all consultancy and outreach services undertaken by the University.

Duties and Responsibilities

The Head of Research and Innovation shall:

- Develop and review from time-to-time policies and guidelines for University's research and dissemination, consultancy and outreach, innovation and intellectual property, and Internationalization including other appropriate instruments in line with the changing education environment which shall be approved by the Council from time to time.
- Develop vibrant research, consultancy, innovation and outreach activities in the University.
- Establish operational systems for ethical clearance, as well as their monitoring and evaluation tools for the University.
- Advise on relevant legal and governance issues relevant to research and consultancy including Intellectual Property Rights, and any other contractual requirements.
- Represent the interests of the University in contractual research and consultancy applications and reporting.
- Set standards for effective dissemination of high-quality research output such as preparing a list of journal outlets from time to time which shall be approved by the Senate.
- Promote the development of the University's capability and capacity to deliver high-quality research output.
- Develop effective and efficient research management systems in line with the University's strategic plan.
- Develop fundraising strategies, capacitate staff and raise funds for research.
- Liaise between the University and funding agencies and broker strategic partnerships.
- Facilitate the development of the University's research strategic plan.
- Promote research and innovation strategic partnerships between the University and relevant industries or business communities or organisations as well as local and international universities.
- License University technologies to third parties for the benefit of society.

Qualifications and Experience

- Minimum of a Doctorate Degree in any field offered by the University, obtained from an institution accredited or recognized under the National Council for Higher Education Act.
- Three (3) years of experience in a management position in a higher education institution.
- Be in the currency of research.

Tenure of office

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

3. HEAD OF ACADEMIC QUALITY ASSURANCE

Position Overview

The Head of Academic Quality Assurance shall report to the Vice-Chancellor in leading, promoting, encouraging and facilitating the development, implementation and monitoring of quality assurance systems for the University.

Duties and Responsibilities

- Develop or review appropriate academic quality assurance and enhancement policy, strategies, procedures and rules through senate for approval by Council from time to time.
- Lead in shaping the quality management framework and the academic regulatory

framework to promote academic standards of the University awards and the quality of student academic experience across the university.

- Enforce effective and integrated academic quality management processes and procedures compliance in schools, departments, centres, directorates, institutes, units and any other organs across the university.
- Lead in maintaining and working with quality assurance instruments, frameworks or related legal instruments from national and international accreditation and professional bodies.
- Provide guidance and direction on quality assurance matters to the University academic officers.
- Mobilize resources for quality assurance and monitor their effective and efficient utilization.

Qualifications and Experience

- Minimum of a Doctorate degree in a relevant field from an institution accredited or recognised under the National Council for Higher Education Act.
- Must be a senior academic.
- Have at least 3 years of management experience in an academic institution.

Tenure of Office

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

4. DEPUTY REGISTRAR (MARKETING AND COMMUNICATION)

Position Overview

The position is tenable in the Registry Services Department. The Deputy Registrar-Marketing and Communication shall report to the Registrar. Please note that the position is undergoing review and may be offered as Head of Marketing and Communication.

Duties and responsibilities

- Developing, reviewing and monitoring implementation of policies, plans, strategies, programs, standards and budgets on marketing and communication.
- Marketing the University's products, services and brand.
- Initiating, analysing and conducting market surveys.
- Coordinating and implementing community engagement programmes.
- Coordinating media relations and consumer affairs.
- Preparing and organizing press releases, press briefings, press kits and other communication materials.
- Preparing marketing collateral for the University's corporate relations activities.
- Representing the University at various fora.
- Acting as the Information Officer of the university under the Access to Information Act.

Qualifications and Experience

- Master's degree in Marketing or Business Administration
- Bachelor's degree in Marketing or Business Administration
- Professional certification(s) such as Chartered Institute of Marketing (CIM) and other relevant professional bodies.
- Must be a member of the Institute of Marketers in Malawi
- Hands-on and Extensive experience in running a marketing department at a senior level.
- Practical know-how in using audio-visual production and graphic designing software such as Adobe Audition, Adobe Premiere, Adobe After Effects, Adobe Photoshop, Adobe InDesign and Adobe Illustrator.
- Excellent Communication Skills
- Minimum 5 years' experience in marketing and communication at a senior level.

Tenure of office

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

METHOD OF APPLICATION

Interested applicants are encouraged to submit their applications together with their vision/plan for the office applied for, Curriculum Vitae, and names and addresses of three traceable referees. Shortlisting of candidates to undergo interviews will be based on the completeness and quality of the package of the documents in line with the job requirements.

Applications should be addressed to the following not later than **25th October 2026**:

The Registrar
The Malawi University of Business and Applied Sciences
Private Bag 303
Blantyre 3

Electronic copies should be sent to: vacancies@mubas.ac.mw