



VACANCY

GRANTS AND ADMINISTRATION OFFICER FOR THE MASSIVE ONLINE OPEN VALIDATION AND EVALUATION OF LARGE MEDICAL LANGUAGE MODELS (MOOVE) PROJECT

Background

Information is a fundamental determinant of health but often there is a struggle to find relevant information among the overwhelming number of conflicting clinical guidelines. Large Medical Language Models (LLMs) have been proposed as a solution, compressing complex information into a conversational interface. If validated and appropriately coordinated, these tools present a transformative opportunity to dramatically scale and decentralize access to potentially life-saving information. The Malawi University of Business and Applied Sciences (MUBAS) in collaboration with Laboratory for Intelligent Global Health & Humanitarian Response Technologies (LiGHT), would like to carry out a research project aimed at contributing to a framework for the critical and transparent expert evaluation of large language models (LLMs) in Malawi in order to determine their suitability and safety for clinical use in low- and middle-income country (LMIC) settings.

The Malawi University of Business and Applied Sciences (MUBAS) therefore invites applications for the post of Grants and Administration Officer to be based in the department of Public and Environmental Health Sciences. The Grants and Administration Officer will report directly to the Malawi Principal Investigator.

The position is for a period of ten (10) months and is **not** renewable.

Job Responsibilities

- Manage the full grant lifecycle in accordance with donor and institutional requirements.
- Ensure compliance with sponsor regulations, institutional policies, and international research governance standards.
- Monitor adherence to contractual obligations, reporting timelines, and deliverable milestones.
- Maintain organized grant files including agreements, amendments, subawards, and correspondence.
- Support the preparation of audit-ready documentation and coordinate internal

audits.

- Track project expenditures against approved budgets across all activities.
- Prepare financial forecasts and variance analyses to support project decision-making.
- Review and process expense requests, procurement actions, and financial justifications.
- Oversee procurement processes in alignment with donor and institutional policies.
- Prepare financial reports for donors and institutional oversight bodies.
- Contribute to narrative progress reports by integrating administrative and financial updates.
- Identify financial and operational risks and recommend mitigation strategies.
- Support travel planning, workshops, and coordination meetings.
- Administer project staffing logistics, contracts, and time allocation tracking.
- Ensure data retention practices comply with donor and institutional policies.
- Assist in preparation of new funding proposals and budget justifications.
- Provide financial inputs into sustainability planning for future project phases.

Required Qualifications

Education

- A university degree in one of the following or a closely related field:
 - Accounting, Finance, Administration
 - Previous experience in managing research grants

Method of Application

Applications together with copies of relevant qualifications and detailed Curriculum Vitae with two traceable referees should be sent by Thursday, 13th February, 2026 to registrar@mubas.ac.mw with a copy to head-pehs@mubas.ac.mw. Late applications will not be considered and only shortlisted candidates will be contacted.