



# VACANCIES

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

## A. Instructional Designer

The Instructional Designer shall be responsible for designing and managing ODeL instructional materials. He /she shall be responsible to the Head of ODe-L Department.

### Key Roles and Responsibilities

- a) Designing innovative ODeL instructional modes.
- b) Implementing open distance and e-learning policies, plans, strategies, programmes and standards related to instructional materials.
- c) Supporting the development of online programmes.
- d) Supporting the conversion of face-to-face modules to online.
- e) Maintaining e-Learning systems.
- f) Implementing ODeL standards related to instructional materials.
- g) Mobilizing and monitoring effective utilization of resources.
- h) Preparing reports.

### Minimum Education Qualifications and Experience

- Master's degree in Instructional Technology or related fields.
- 3 years relevant experience in a higher learning institution.

## **B. E-Learning Specialist**

The E-Learning Specialist shall be responsible for developing and managing e-learning systems. He /she shall be responsible to the Head of Ode-L Department.

### **Key Roles and Responsibilities**

- a) Coordinating the development and review of e-learning software and hardware systems.
- b) Designing and adapting face to face materials to the online modes.
- c) Developing and maintaining the Learning Management System for ODeL.
- d) Tailor-making open sources to the institution's requirements.
- e) Providing user support to staff and students for open distance and e-learning.
- f) Developing, monitoring and reviewing ODeL systems' security.
- g) Mobilizing and monitoring effective utilization of resources.

### **Minimum Education Qualifications and Experience**

- Master's degree in ICT related fields.
- 3 years relevant experience.

## **C. Students Support Officer**

The Students Support Officer shall be responsible for providing and delivering ODeL programmes at satellite centres. He /she shall be responsible to the Head of Ode-L Department.

### **Key Roles and Responsibilities**

- a) Implementing ODe-L policies, plans, strategies and standards at the satellite office.
- b) Facilitating registration and admission of ODeL students at the satellite office.
- c) Coordinating and implementing academic activities for ODeL programmes at the satellite office.
- d) Implementing quality assurance standards for ODeL programmes.
- e) Providing career guidance to open distance and e-learning students.
- f) Responding to staff and students' inquiries, queries and grievances.
- g) Organizing and conducting public awareness activities.
- h) Monitoring students' progress and dropout rates.
- i) Implementing and monitoring effective, efficient and economic utilization of resources.
- j) Maintaining ODeL programmes and students' databank.

## **Minimum Education Qualifications and Experience**

- Bachelor's degree in Education
- 3 years relevant experience

### **D. Student Affairs Officer**

The Student Affairs Officer shall provide student psycho-social services. He /she shall be responsible to the Director of Student Affairs.

#### **Key Roles and Responsibilities**

- a) Developing and implementing students' welfare programmes and services including management of sporting activities.
- b) Conducting investigations and attending to students' disciplinary matters.
- c) Providing counseling and chaplaincy services.
- d) Providing support to vulnerable and special needs students.
- e) Coordinating, establishing and monitoring operations of students' clubs, societies, associations and other extra-curricular programmes.
- f) Providing support in the management and coordination of international students' affairs including marketing and recruitment.
- g) Implementing resource mobilization plans.
- h) Maintaining databank for special student issues, alumni and relevant stakeholders.
- i) Preparing reports.

## **Minimum Education Qualifications and Experience**

- Bachelor's degree in Education or relevant field.
- 5 years relevant experience in an academic institution

### **E. Finance Officer**

The Finance Officer shall provide financial and accounting services. He /she shall be responsible to the Deputy Director of Finance and Investments.

#### **Key Roles and Responsibilities**

- a) Reviewing, implementing and monitoring sound financial control mechanisms.
- b) Authorizing payments and keeping accountable documents.
- c) Processing staff salaries and advances.
- d) Generating and reviewing General Ledger Codes in accounting system.
- e) Monitoring revenue collection, banking and expenditure.
- f) Supporting preparation of sectional budget and monitoring its implementation.

- g) Reconciling books of accounts and conducting stock taking.
- h) Facilitating, coordinating and preparing audit schedules and attending to audit queries.
- i) Maintaining Fixed Asset Register.
- j) Initiating and preparing timely Financial Accounting Statements and tax returns as required.
- k) Allocating work and appraising staff.

### **Minimum Education Qualifications and Experience**

- Bachelors' degree in Accountancy
- 4 years relevant experience.

## **F. Assistant Finance Officer**

The Assistant Finance Officer shall provide financial and accounting services. He /she shall be responsible to the Finance Officer.

### **Key Roles and Responsibilities**

- a) Reviewing, implementing and monitoring sound financial control mechanisms.
- b) Checking payments and keeping accountable documents.
- c) Processing staff salaries and advances.
- d) Generating and reviewing General Ledger Codes in accounting system.
- e) Collecting of revenue and banking
- f) Supporting preparation of sectional budget and monitoring its implementation.
- g) Reconciling books of accounts and conducting stock taking.
- h) Facilitating, coordinating and preparing audit schedules and attending to audit queries.
- i) Maintaining Fixed Asset Register.
- j) Initiating and preparing timely Financial Accounting Statements and tax returns as required.
- k) Allocating work and appraising staff.

### **Minimum Education Qualifications and Experience**

- Bachelors' degree in Accountancy
- 3 years relevant experience.

## **G. Accounts Assistant**

The Accounts Assistant shall be responsible for provision of accounting services.

### **Key Roles and Responsibilities**

- a) Processing and preparing payments including salaries and wages, petty cash management and payment vouchers.
- b) Issuing payment to clients and maintaining cheque register.
- c) Reconciliation of suppliers' accounts, general ledger, bank and cash imprest.
- d) Receipting and banking cheques and cash.
- e) Preparing and posting of journal entries and transactions into the system.
- f) Preparing creditors, debtors and fixed asset schedules, expenditure variance analysis and other reports.
- g) Preparing tax returns, pension and monthly remittance to MRA.
- h) Maintaining accounting information system.
- i) Making follow-ups with banks for remittance of revenue.
- j) Providing documents and support for internal and external audits.
- k) Filing and retrieving documents.

### **Minimum Education Qualifications and Experience**

- Diploma in Accounting
- 2 years relevant experience.

## **H. Stores Assistant**

The Stores Assistant shall be responsible for management of supplies. He /she shall be responsible to the Assistant Stores Officer.

### **Key Roles and Responsibilities**

- a) Verifying, receipting and classifying supplies.
- b) Keeping and issuing supplies.
- c) Updating bin cards.
- d) Maintaining re-ordering levels.
- e) Conducting stock taking.
- f) Identifying obsolete and redundant items.
- g) Posting requisitions in the stores management system.
- h) Filing stores documents.
- i) Preparing reports.

## Minimum Education Qualifications and Experience

- Certificate in Procurement and Supply (CIPS)
- 2 years' work experience in stores operations.

## METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **Friday, 8th September, 2023** to [registrar@mubas.ac.mw](mailto:registrar@mubas.ac.mw) or The Registrar, MUBAS, P/Bag 303, Chichiri, **Blantyre 3**. Applicants should indicate the position applied for in the subject line of their emails.