



# VACANCIES

## **1. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Marketing (1 position)**

The position is tenable in the Business Administration Department. Candidates applying for the position must possess a minimum of a Bachelor's Degree with a distinction /first-class or Credit/upper second class in Marketing or related disciplines. Chartered marketers, who meet the minimum academic qualifications, with relevant experience shall have an advantage in the selection process.

## **2. Professor/Associate Professor/Senior Lecturer/ Lecturer/Staff Associate in Law (1 position)**

The position is under the Business Administration Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Law or related disciplines.

## **3. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Tourism (1 position)**

The position is under the Management Studies Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Tourism Management or related disciplines.

## **4. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Architecture (2 positions)**

The position is tenable in the Architecture Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Architecture or related fields.

All candidates should have experience in the use of design soft wares such as AutoCAD, ArchiCAD, Revit, and Photoshop among others.

## **5. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Philosophy and Psychology of Education (1 position)**

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Technical Education or related fields.

## **6. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Adult and Special Needs Education and Curriculum Studies (1 position)**

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Technical Education or related fields.

## **7. Professor/Associate Professor/Senior Lecturer/ Lecturer/Staff Associate in Production Technology (Plastics) and Technical Drawing (1 position)**

The position is under the Technical Education Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Technical Education or related fields.

## **8. Professor/Associate Professor/Senior Lecturer/ Lecturer/Staff Associate in Chemistry (1 position)**

The position is under the Physics and Biochemical Sciences Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Environmental Sciences and Technology majoring in Environmental Management or related fields.

## **9. Professor / Associate Professor / Senior Lecturer/ Lecturer/Staff Associate in Geochemistry (1 position)**

The position is under the Physics and Biochemical Sciences Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Geochemistry, Earth Sciences Chemistry, Environmental Chemistry, Applied Chemistry or Chemical Engineering.

## **10. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Public Health Engineering (1 position)**

The position is under the Environmental Health Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Public Health Engineering, Civil Engineering, Architecture, Construction, Building Services Construction, or related fields.

## **11. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Pollution Control (1 position)**

The position is under the Environmental Health Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Civil Engineering, Environmental Engineering, Environmental Health, Environmental Science, or related fields.

## **12. Professor / Associate Professor / Senior Lecturer / Lecturer/Staff Associate in Metallurgical and Mineral Processing (1 position)**

The position is tenable in the Mining Engineering Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper in Metallurgy and Mineral Processing Engineering or related fields.

## **13. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Engineering Surveying (1 position)**

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Land Surveying or related fields.

## **14. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Hydrographic Surveying (1 position)**

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Land Surveying or related fields.

## **15. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Geodesy (1 position)**

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Land Surveying or related fields.

## **16. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Engineering Surveying (1 position)**

The position is tenable in the Land Surveying Department. Candidates applying for the position should possess a minimum of Bachelor's Degree with a distinction/first-class or Credit/upper second class in Land Surveying or related fields.

## **17. Professor / Associate Professor / Senior Lecturer/ Lecturer/Staff Associate in Economics (1 position)**

The position is tenable in the Management Studies Department. Candidates applying for the position should possess a minimum of a Bachelor's Degree with a distinction/first-class or Credit/upper second class in economics.

## **18. Professor / Associate Professor / Senior Lecturer / Lecturer / Staff Associate in Management (1 position)**

The position is tenable in the Management Studies Department. Candidates applying for the position should possess a minimum of a



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Bachelor's Degree with a distinction/first-class or Credit/upper second class in management or related field.

## 19. Wood Workshop Assistant (1 position)

The position is tenable in the Technical Education Department.

### Duties

- Assisting in preparing materials for practical sessions.
- Organizing tools for practical sessions.
- Maintaining the safety of the workshop daily.
- Assisting students during practical sessions.
- Lending and receiving tools to/from students.
- Maintaining stockroom in an orderly and secure state.
- Receiving goods from stores.
- Maintaining workshop tools.
- Any other duties as assigned to.

### Qualifications

Candidates should possess an Advanced Certificate or its equivalent, in Woodwork or Carpentry and Joinery or Woodworking Machinery and 3 years of relevant experience.

## 20. Laboratory Technician (1 position)

The position is tenable in the Civil Engineering Department.

### Duties

- Setting up reagents, specimens, and tools.
- Carrying out experimental trials.
- Drafting practical procedure manual.
- Maintaining and standardizing equipment.
- Demonstrating to staff and students in the use of equipment, machines, and tools.
- Conducting practical demonstrations.
- Maintaining stores stock orders.

### Qualifications

Candidates should possess a Diploma in Industrial Laboratory / Civil Engineering or its equivalent plus 3 years of relevant experience.

## 21. Laboratory Technician- Electrical Power (1 position)

The position is tenable in the Electrical Engineering Department.

### Duties

- Conducting demonstrations during practical classes.
- Supervising practical classes.
- Guiding students during their final year project assignments
- Checking that all machines and instruments are in good working condition and ready for use daily.

- Conducting stocktaking of equipment / instruments quarterly.
- Requesting for the purchase of materials needed for practical classes.
- Repairing electrical/electronic equipment.
- Submitting quarterly reports on various repair and maintenance work.
- Ensuring that store cleaning exercise is conducted regularly.

### Qualifications

Candidates should possess a City and guilds Advanced Diploma in Electrical Engineering or University Diploma in Electrical Engineering and a minimum of 3 years experience in electronics repairs.

## 22. Stores Technician(1position)

The position is under the Electrical Engineering Department.

### Duties

- Updating inventory all the time.
- Arranging components /equipment in the stores in an orderly manner daily for easy identification.
- Issuing components and equipment during lab experiment/workshop practice.
- Enforcing the return of components /equipment to stores by clients after use.
- Ensuring that store cleaning exercise is conducted regularly.
- Training staff and students' precautionary measures on equipment and components used.
- Facilitating Sourcing of quotations from suppliers for items to be purchased.
- Repairing electrical/electronic equipment.

### Qualifications

Candidates must possess a City and Guilds advanced diploma in Electrical Engineering or University Diploma in electrical engineering and a minimum of 3 years experience in Stores keeping.

## 23. Laboratory Technician (2 positions)

The position is tenable in the Physics and Biochemical Sciences Department.

### Duties

- Setting up reagents, specimens, and tools.
- Carrying out experimental trials.
- Drafting practical procedure manual.
- Maintaining and standardizing equipment.
- Demonstrating to staff and students in the use of equipment, machines and tools.
- Conducting practical demonstrations.
- Maintaining stores stock orders.

### Qualifications

Candidates should possess a Diploma in Industrial Laboratory Technology or its equivalent plus 3

years of relevant experience.

## 24. Surveying Computer Laboratory Technician (1 position)

The position is tenable in the Land Surveying Department.

### Duties

- Preparing the laboratory prior to any practice session.
- Providing safety of the laboratory equipment at all times.
- Sharing the precautionary measures before lab session.
- Checking that all the required software are available at least before the commencement of the first semester.
- Demonstrating the proper use of different software and techniques to students during laboratory sessions.
- Liaising with lecturers on their laboratory requirements before semester commencement.
- Liaising with lecturers on lab timetable before the commencement of the semester.
- Supervising students in field data collection and processing.
- Supervising students on attachment as scheduled.
- Arranging for servicing and repairing of laboratory equipment whenever due.
- Taking stock of all equipment before and after lab session.
- Supporting students in their research work whenever assigned.

### Qualifications & attributes

- Candidates should possess a minimum of Diploma in Land Surveying or its equivalent plus 3 years of relevant experience.
- Applicants should possess advanced knowledge and extensive familiarity with the use of CAD, GIS and photogrammetry/ remote sensing software, used in various types of surveys, like construction, geodesy, cadastral Surveying, etc.
- Applicants should have theoretical knowledge and experience in terms of use of current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner, etc.
- Applicants should have experience in terms of data processing downloaded from current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner etc.

## 25. Surveying Technician (1position)

The position is tenable in the Land Surveying Department.

### Duties

- Maintaining an updated inventory of all survey equipment and requisites, records



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on stock and other reports on survey store operations.

- Checking that all the required surveying equipment are available and in good order before the commencement of the semester.
- Checking that survey equipment is in order before issuing it to students or members of staff.
- Providing safety of the surveying equipment at all times.
- Sharing the precautionary measures before use of any surveying equipment to both students and members of staff.
- Demonstrating the proper use of surveying equipment and techniques to students during practical/field sessions.
- Checking/verifying the survey equipment, making sure that they are in good condition when being returned back to stores.
- Liaising with lecturers and the Head of Department on the survey related requirements before semester commencement.
- Planning the practical sessions in conjunction with the lecturers before commencement of the semester.
- Supervising students in field data collection and processing.
- Supervising students on attachment as scheduled.
- Arranging for servicing and repairing of laboratory equipment whenever due.
- Taking stock of all equipment before and after lab session.
- Supporting students in their research work whenever assigne.

## Qualifications & attributes

- Candidates should possess a minimum of Diploma in Land Surveying or its equivalent plus 3 years of relevant experience.
- Applicants should have theoretical knowledge and experience in terms of use of current survey technologies like drone, GNSS equipment, Total Station, Laser Scanner e.t.c.
- Applicant should have knowledge of detecting problems with equipment and documenting of the same.
- Applicants should previous knowledge in terms of data downloading from the survey equipment and processing.
- Applicants should possess advanced knowledge and extensive familiarity with basis of surveying and the use of CAD and GIS software such as AutoCAD.
- Working knowledge of computers, printers and plotters.
- Familiarity with general business software such as word processing, spread sheets, and databases.
- Ability to communicate effectively both verbally and in writing.
- Ability to make mathematical calculations rapidly and accurately.

## 26. Administrative Assistant (1position)

## Duties

- Drafting and typing correspondence.
- Safekeeping and maintaining sensitive and confidential documents.
- Maintaining office diary and inventory.
- Operating and maintaining office equipment.
- Maintaining office supplies and accessories.
- Attending to internal and external clients.
- Preparing office refreshments.
- Maintaining cleanliness of office facilities and furniture.
- Developing and maintaining electronic and hard copy filing system.
- Organizing meetings, events, and visits.
- Facilitating travel arrangements.

## Qualifications

- Malawi School Certificate of Education.
- Diploma in management-related fields.
- TEVET Advanced Certificate in Administrative Studies.
- Computer literate.
- Secretarial experience of at least 3 years.

## 27. Assistant Librarian (1)

This position is tenable in the Library Services Department.

## Duties

- Develop and implement standard operating procedures and annual work plan for acquisitions, periodicals and e-resources management (ERM).
- Manage and monitor acquisitions, periodicals and e-resource activities in liaison with other sections of the Library, including campus libraries.
- Establish user information needs to inform acquisition priorities and formats.
- Manage and monitor requisitions and subscriptions of physical and electronic library information resources.
- Plan procurement of library collections in liaison with schools, departments, and the Procurement and Disposal of Assets department.
- Provide support to staff to carry out research and publish.

## Qualifications and Experience

- Minimum of Master's degree in Library and Information Science or related field.
- 5 years' relevant experience.

## 28. Library Attendant (Security)

This position is tenable in the Library Services Department.

## Duties

- Collect and return library keys from the security office before and after opening hours every working day

- Conduct periodic patrol in the library every hour every working day
- Ensure that all water taps, windows, and doors are closed before closing the library every day
- Check that all lights, including emergency lamps are working every day before opening the library for users
- Check for any possible theft within and outside the library every day before opening the library
- Ensure that firefighting equipment is in order every working day
- Collect books from reading areas to sorting bay
- Report faults, general maintenance to the Readers Services Librarian immediately after being notified or observed

## Qualifications and Experience

- Malawi School Certificate of Education (MSCE).
- Two years' relevant experience.

## 29. Library Attendant (Readers' Services)

This position is tenable in the Library Services Department.

## Duties

- Collect and sort unshelved library materials.
- Undertake dusting of library materials and shelves.
- Arrange chairs and tables.
- Identify and perform minor torn and worn-out library materials.
- Perform pre- and post-cataloging book processing activities.
- Compile statistics of library materials sent for binding.

## Qualifications and Experience

- MSCE.
- Two years relevant experience.
- Those with MALA certificate will have an added advantage.

## METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with three traceable referees should be sent to [talentsearch@mubas.ac.mw](mailto:talentsearch@mubas.ac.mw)

**OR**  
Registrar,  
MUBAS,  
P/Bag 303,  
Chichiri,  
Blantyre 3.

Applications should be in by **24th June 2022**.