



VACANCIES

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

1. Estates Officer

Duties

- a) Coordinating and monitoring estates development and maintenance projects.
- b) Establishing and maintaining estates inventory.
- c) Preparing and costing rehabilitation and development projects.
- d) Supporting the monitoring and evaluating of outsourced estates related services.
- e) Initiating aesthetic ways of face lifting the existing built facilities.
- f) Monitoring utilization of project resources.
- g) Facilitating tenancy agreements.
- h) Preparing reports.
- i) Allocating work and appraising staff.

The candidate must have the following:

- Bachelor's degree in relevant fields such as architecture, quantity surveying or civil engineering
- 3 years relevant experience.

2. Works Supervisor

Duties

- a) Monitoring construction and maintenance works.
- b) Inspecting activities on construction sites.
- c) Inspecting materials going into construction projects.
- d) Implementing plans and designs according to standards.
- e) Requisitioning building materials.
- f) Monitoring compliance to OSHE standards.
- g) Preparing reports.
- h) Allocating work and appraising staff.

The candidate must have the following:

- Diploma in relevant fields such as architecture, quantity surveying or civil engineering
- Trade Test Grade 1
- 3 years relevant experience.

3. Artisan/Tradesman

Duties

- a) Carrying out maintenance works.
- b) Maintaining tools and equipment.

The candidate must have the following:

- MSCE
- Advanced Craft Certificate/TEVET Level 4/Trade Test Grade 1 or 2 in either plumbing, electrical installation, carpentry or bricklaying.
- 2 years relevant experience.

4. Assistant Artisan/Tradesman

Duties

- a) Supporting maintenance activities.
- b) Identifying materials for maintenance needs.

The candidate must have the following:

- MSCE and Craft Certificate/TEVET Certificate in either plumbing, electrical installation, carpentry or bricklaying.
- 1 year relevant experience

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 or The Registrar, MUBAS, P/Bag 303, Chichiri, **Blantyre 3**. Applicants should indicate the position applied for in the subject line of their emails.