



# VACANCIES

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

## 1. EXECUTIVE DEAN, SCHOOL OF BUSINESS AND ECONOMIC SCIENCES

### **Summary of the position**

The Executive Dean will lead and direct the School by providing strong and dynamic strategic, academic and administrative oversight to enable the School to develop to its full potential. The Executive Dean will create an enabling and conducive environment in the School for research excellence, context-relevant teaching and learning, and professional practice in a synergistic manner to deliver and enhance the student and external stakeholder experience. He/she will promote a culture of professionalism, ethics, and excellence in research, publications, outreach/community engagement and enterprise activities. The Executive Dean will oversee the achievement of the School's strategic objectives, and ensure that the University's Strategy as agreed by Council is implemented. This is a demanding, but rewarding position suited to a highly motivated, solution-focused and astute strategic academician and leader capable of providing solid leadership to the School. Additionally, the candidate is supposed to have a demonstrable ability to contribute to the creation of an entrepreneurial university capable of weaning itself from overdependence on Government subvention.

### **Duties, Responsibilities and Desired Attributes**

Duties and responsibilities of the Executive Dean shall include:

- Provide strategic academic and administrative leadership in the School;
- Ensure that the School complies with all regulatory requirements;
- Demonstrate vision and empower others to deliver the agreed strategy of the School;

- Provide overall coordination of all matters relating to the academic welfare of the students within the School;
- Select persons to be admitted as students in the School;
- Conduct reviews and performance appraisals of Heads of Academic Departments within the School;
- Prudently manage budgets and resources of the School;
- Develop and implement the School's research, publications, and enterprise strategies;
- Oversee the development and delivery of innovative undergraduate and postgraduate programmes within the School;
- Plan and implement activities for effective engagement with professional bodies, the community, industry and the general public;
- Exercise and discharge such other duties in connection with academic and administrative matters falling within his/her school;
- Liaise with various offices for the effective and efficient implementation of relevant policies.
- Exceptional interpersonal and communication skills and the strength of character to be effective within and beyond the school;
- Ability to foster collaborative working internally and externally;
- Proven ability to develop and implement strategy;
- Strong leadership skills, and ability to inspire and motivate staff;
- Demonstrable ability to manage complex change and engage staff through this process;
- Passionate about delivering an excellent student experience, incentivizing strong research publication, enterprise, and research impact;
- Effective School and University ambassador, with national, regional, and global networks;
- Firm commitment to achieving the University's vision and implementing its Strategic Plan;
- Strong negotiation, advocacy, and conflict resolution skills;
- Holds himself /herself to high ethical and moral standards.

### **Qualifications and Experience**

- Minimum of a Doctorate degree in a relevant field from an institution accredited or recognized under the National Council for Higher Education Act.
- Five (5) years of experience in a management position in a Higher Education Institution.
- A strong publication record and evidence of esteem in a professional context.
- Commitment to resource mobilization.

### **Tenure of Office**

The Executive Dean shall be appointed for a term of three years. Subject to satisfactory performance, he/she may be eligible for re-appointment for one further term.

## **2. DEPUTY REGISTRAR (HUMAN RESOURCE MANAGEMENT)**

Reporting to the Registrar, the Deputy Registrar (HRM) shall be responsible for management of Human Capital.

### **Key Roles and Responsibilities**

- a. Developing, implementing, reviewing and monitoring human capital policies, plans, strategies, systems, procedures, regulations and budgets.

- b. Coordinating recruitment, selection of staff.
- c. Preparing employment contracts.
- d. Coordinating human resource planning and development programmes.
- e. Administering performance management systems.
- f. Handling labour and employee matters.
- g. Coordinating and implementing occupational health and safety standards.
- h. Coordinating staff welfare issues.
- i. Preparing reports.
- j. Allocating work and appraising staff.

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

- Master's degree in Human Resource Management or related fields.
- At least 5 years relevant experience in a large organization.

### **Term of Office**

Permanent

## **3. HEAD, DEPARTMENT OF ARCHITECTURE**

The Head of Academic Department (Architecture) shall be responsible to the Executive Dean of the School of Built Environment. He/she shall provide leadership and overall coordination of all academic and administrative matters of the Department.

### **Duties and Responsibilities**

- a. Leading in the development, implementation and monitoring of the departmental plans, strategies, budgets and academic programmes.
- b. Monitoring, implementing and maintaining academic standards.
- c. Establishing and maintaining partnerships and links with government, the public and private sectors, development partners and the international community.
- d. Leading in the development and implementation of resource mobilization plans and strategies, and ensuring efficient resource utilization in the Department.
- e. Supporting staff in research, consultancy, and outreach programmes for the Department.
- f. Initiating the recruitment process.
- g. Advising staff on relevant and credible journals in specialized fields of the school.
- h. Teaching both undergraduate and postgraduate students
- i. Preparing reports for the Department.
- j. Undertaking curriculum review and tracer studies.
- k. Orienting and mentoring the new academic generation.
- l. Allocating work and appraising staff.

### **Qualifications**

- An earned Ph.D. degree from an accredited institution.
- 3 years' experience at supervisory level.
- Those at Senior Lecturer level and above or in Senior Leadership positions shall have an added advantage.

### **Term of Office**

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

## METHOD OF APPLICATION

Applications together with copies of relevant qualifications and detailed curriculum vitae with two traceable referees should be sent by **Friday, 3rd May, 2024** to [vacancies@mubas.ac.mw](mailto:vacancies@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.