



## **MZUZU UNIVERSITY**

### **VACANCY (RE-ADVERTISEMENT)**

#### **POSITION OF VICE-CHANCELLOR**

Applications are invited from suitably qualified candidates to fill the vacant position of Vice-Chancellor tenable at Mzuzu University. This is a highly demanding position that requires higher education managers who have demonstrable capacity to initiate both academic and managerial innovations geared at making the University a vibrant and competitive institution operating in line with 21<sup>st</sup> century global trends in tertiary education. *Those who had responded to previous advertisements and are still interested in the job are requested to reapply.*

#### **Qualifications**

Applicants should have a PhD from a reputable University in their discipline of specialization. Only those with a credible track record in research, teaching and management in a respectable higher education institution are invited. Applicants at professorial level will have an added advantage.

The Vice-Chancellor as the Chief Executive and academic head of the University is expected to perform the following duties, among others:

- a) Providing leadership to the University geared at the furtherance of the objectives of the University.
- b) Ensuring that senior managers are carrying out their business effectively and efficiently.

- c) Spearheading strategic planning, policy formulation and implementation targeted at the University and responsive to the needs of Malawi in particular and the world in general.
- d) Ensuring that mechanisms for quality control and inspection are in place and are functioning properly.
- e) Maintaining and promoting the reputation, efficiency and discipline among members of staff and students.
- f) Ensuring that funds raised by the University and those provided by government are managed properly.
- g) Maintaining close liaison with the University Council on all matters affecting the University and its core functions.
- h) Briefing the Chancellor and Council regularly on the business of the University and how its strategic plans are being operationalised.
- i) Marketing the University by giving desirable visibility through interacting with government, the public, the donor community and the outside world on higher education issues.
- j) Chairing Senate, Appointments and Promotions Committee and other ad-hoc committees created for the purpose of managing affairs of the Vice-Chancellor's office.
- k) Conferring University degrees, diplomas and certificates on behalf of the Chancellor.

### **Terms and Conditions of Service**

Mzuzu University provides an attractive salary and fringe benefits to its Vice-Chancellor which are in accordance with its emolument structure. The appointment is for a period of four years and successful candidates may be eligible for re-appointment for one further term of office.

## **Method of application**

Candidates should submit three copies of their applications which should include an application letter, detailed Curriculum Vitae (CV) giving names and addresses of three traceable referees and copies of their academic and/or professional certificates, under confidential cover to:

VAC - VC  
Chairman of Council  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**  
**MALAWI, AFRICA**

## **Electronic Submission**

The submission of the hard copy should be accompanied by full electronic submission of the application and accompanying materials to be mailed as attachments in PDF or MS Word format to [chairman@mzuni.ac.mw](mailto:chairman@mzuni.ac.mw). The subject line of the application should read, ***“Application for the Post of Vice-Chancellor”***.

To reach the University not later than **Thursday, 31<sup>st</sup> May 2018**. Only shortlisted candidates will be acknowledged.