



MZUZU UNIVERSITY

VACANCY

POSITION OF DEPUTY VICE CHANCELLOR

An excellent and rare opportunity has arisen to engage qualified, highly motivated and well experienced persons to fill Executive Management position tenable at Mzuzu University. Council of the University therefore invites applications from suitable candidates to fill the position of Deputy Vice Chancellor.

The Deputy Vice Chancellor shall assist the Vice Chancellor in the performance of academic, financial and administrative functions.

Qualifications

Applicants must possess a PhD from a reputable University (preferably professors) in their discipline of specialization.

Key Duties and Responsibilities of the Position

The Deputy Vice Chancellor is expected to perform the following duties, among others:

- a) Overseeing and coordinating the Academic Administration.
- b) Act as Chairman of the Assessment Committee.
- c) Acting on behalf of the Vice Chancellor in his/her absence.

Competencies and Personal Attributes

The ideal candidates for the position must:

- a. Have proven track record of managing strategic issues of institutions of higher learning;
- b. Have proven superior leadership and high level managerial skills;
- c. Have sound understanding of relevant legal instruments regulating higher education;
- d. Have strong understanding and skills in quality assessment;
- e. Have good leadership and team building skills;
- f. Be results oriented;
- g. Be decisive, self-motivated and assertive;
- h. Have excellent oral and written communication skills;

- i. Have excellent interpersonal skills and able to deal with a diverse workforce;
- j. Be of high integrity;
- k. Have excellent negotiating and analytical skills.

Terms and Conditions of Service

Mzuzu University shall provide an attractive salary and fringe benefits to successful candidate in accordance with its emolument structure. The appointment is for a period of four years.

Method of application

(a) Hard Copy Submission

Candidates should submit their applications with an up-to-date **curriculum vitae** (CV), names and contacts of **three traceable referees** and **copies of their academic and professional qualifications, quoting the job title being applied for on the envelope**. The applications should be sent to the address below:

Chairman of Council
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2
MALAWI, AFRICA

(b) 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. The subject line of the application should read, ***“Application for the Post of Deputy Vice Chancellor”***.

To reach the University not later than Friday, 14th April, 2017. Only shortlisted candidates will be acknowledged.