



## **MZUZU UNIVERSITY**

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

#### **POST OF UNIVERSITY REGISTRAR**

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 University Registrar.

This is a highly demanding position that requires higher education administrators who have demonstrable capacity to initiate administrative and managerial innovations geared at making the University a vibrant and competitive institution.

Reporting to the Vice Chancellor, the University Registrar is the Chief Administrative Officer of the University. Most importantly, he or she provides managerial and administrative leadership to the University, focusing on policy interpretation, human resource management, general administration, staff and students welfare and coordination of academic affairs.

#### **Qualifications**

Applicants should possess at least a Masters Degree in any one of the following fields: Public Administration; Business Administration; Human Resource and Management and Social Science or their equivalent. Applicants should have not less than five years experience of having functioned at senior management level in an institution of higher learning.

#### **Key Duties and Responsibilities of the Position**

The following are the main duties and functions of the University Registrar:

- a) Acts as a Secretary to the Council, Senate and other Statutory Committees and ensures that all statutory committee meetings take place and their proper records are kept;
- b) Interprets Mzuzu University policies and policy guidelines and oversees their implementation;

- c) Provides managerial and administrative advice and support to the Vice Chancellor, Deans, Directors and Heads of Department;
- d) Handles administrative and human resource management activities such as maintenance of staff establishment; recruitment and induction of new staff; performance management processes; staff welfare; staff discipline; industrial relations; and termination of appointments;
- e) Coordinates staff development matters in conjunction with the Vice Chancellor;
- f) Performs administrative functions relating to academic matters such as admission and registration of students; keeping and updating students records; preparing students' transcripts and academic awards; facilitating production of various statistics on student matters; preparing teaching timetables in cooperation with Faculties; and student discipline;
- g) Keeps and maintains a register of members of the University;
- h) Keeps custody of the Common Seal of the Council;
- i) Deals with internal and external correspondences;
- j) Acts as a contact person between the Legal Counsel and the University on all legal matters involving the University.

### **Competencies and Personal Attributes**

The ideal candidates for the position must:

- a. Have a 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 institutions of higher learning in general and functions of the position in particular;
- d. Have good leadership and team building skills;
- e. Be results oriented;
- f. Be decisive, self-motivated and assertive;
- g. Have excellent oral and written communication skills;
- h. Have excellent interpersonal skills and able to deal with a diverse workforce;
- i. Be of high integrity;
- j. 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](mailto:chairman@mzuni.ac.mw). The subject line of the application should read, ***“Application for the Post of University Registrar”***.

***All applicants who responded to the first advert are encouraged to re-apply.***

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