



MZUZU UNIVERSITY

VACANCY (RE-ADVERTISEMENT)

POSITION OF 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 Vice Chancellor.

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.

Qualifications

Applicants should have a PhD from a reputable University (preferably professors) 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.

Key Duties and Responsibilities of the Position

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) Ensuring that University programmes are registered and accredited by National Council for Higher Education;
- f) Maintaining and promoting the reputation, efficiency and discipline among members of staff and students;

- g) Ensuring that funds raised by the University and those provided by government are managed properly;
- h) Maintaining close liaison with the University Council on all matters affecting the University and its core functions;
- i) Briefing the Chancellor and Council regularly on the business of the University and how its strategic plans are being operationalised;
- j) Marketing the University by giving desirable visibility through interacting with government, the public, the donor community and the outside world on higher education issues;
- k) Chairing Senate, Appointments and Promotions Committee and other ad-hoc committees created for the purpose of managing affairs of the Vice Chancellor's office;
- l) Conferring University degrees, diplomas and certificates on behalf of the Chancellor.

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

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

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