EMPLOYMENT OPPORTUNITIES
COME AND JOIN THE MALAWI ADVENTIST UNIVERSITY TEAM

Malawi Adventist University, a forward-looking institution of higher learning that espouses the ethos, tenets, and values of the Seventh-day Adventist Christian virtues, is seeking services of self-driven, result-oriented, experienced and reliable professionals to join its team of compassionate faculty and administrative staff. The positions are tenable at both our Lakeview College, in Ntcheu and Malamulo College of Health Sciences in Thyolo. We are filling the following positions:

LAKEVIEW COLLEGE

A. FACULTY

1. **Position:** Lecturer in Agribusiness (1 post)  
   **Reporting to:** Head of Agriculture Department  
   **Duties and Responsibilities:**
   a. Planning, preparing and facilitating student learning in Agribusiness courses;  
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
   e. Carrying out any other duties as assigned by the Head of Department or higher office.  
   **Requirement:** A Masters in Agri-business obtained from a recognized and accredited university. A higher qualification is an added advantage.

2. **Position:** Lecturer in Accounting (1 post)  
   **Reporting to:** Head of Business Department  
   **Duties and Responsibilities:**
   a. Planning, preparing and facilitating student learning in Accounting & Finance courses  
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
   e. Carrying out any other duties as assigned by the Head of Department or higher office.
**Requirement:** A Masters in Business Administration with an Accounting/Finance bias obtained from a recognized and accredited university. A higher qualification is a plus and so too is a professional qualification (ACCA or equivalent).

3. **Position:** Lecturer in Marketing (1 post)
   **Reporting to:** Head of Business Department  
   **Duties and Responsibilities:**
   a. Planning, preparing and facilitating student learning in *Marketing* courses  
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
   e. Carrying out any other duties as assigned by the Head of Department or higher office.  
   **Requirement:** A Masters in Business Administration with a Marketing bias obtained from a recognized and accredited university. A higher qualification is a plus.

4. **Position:** Lecturer in English Literature (1 post)
   **Reporting to:** Head of Education Department  
   **Duties and Responsibilities:**
   a. Planning, preparing, and facilitating student learning in *English Literature* courses  
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
   e. Carrying out any other duties as assigned by the Head of Department or higher office.  
   **Requirement:** A Masters with specialization in English Literature obtained from a recognized and accredited university. A higher qualification is an added advantage.

5. **Position:** Lecturer in Language and Linguistics (1 post)
   **Reporting to:** Head of Education Department  
   **Duties and Responsibilities:**
   a. Planning, preparing and facilitating student learning in *Language and Linguistics* courses  
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
   e. Carrying out any other duties as assigned by the Head of Department or higher office  
   **Requirement:** A Masters with specialization in Pure/Applied Linguistics or Language Education obtained from a recognized and accredited university. A higher qualification is an added advantage.
Skills, Competencies and Behaviours Desired of Faculty

We are interested in hiring academics that exude the following attributes to become part of the MAU faculty that is geared at taking the institution and higher education service delivery to another level. Our faculty across the spectrum must show the following:

a. Passion for helping undergraduates learn to become productive professionals;
b. Possess a high sense of integrity and professionalism;
c. Engaging in Academic and Project Proposal writing and implementation;
d. Supervision of students in their research and class work;
e. Hardworking. Accountable, and a high sense of integrity and professionalism;
f. Self-motivation and ability to meet deadlines

g. Exemplary, of unquestionable conduct and of good interpersonal skills;
h. A team play but capable of working to meet targets when unsupervised;
i. Creative, innovative and meaningful learning focused;
j. Ready and willing to uphold and promote the ethos of Malawi Adventist University.

Experience: Those with tertiary level teaching experience have an added advantage.
Remuneration: Based on applicable salary scale commensurate with experience.

B. ADMINISTRATION

6. Position: Dean of Men (1 post)

Reporting to: The Dean of Student Affairs

Duties and Responsibilities:

a. Provides guidance and direction to students as regards best practice for campus life;
b. Assists students in their welfare related issues as outlined in Student Information Handbook;
c. Ascertains students’ compliance with standing college campus regulations and rules
d. Assesses, requisitions, and administers supplies in the men’s residences;
e. Facilitates authorization for students requiring permission to be away from campus;
f. Ensures people with special needs are taken care of accordingly;
g. Assists the dean of students in formulating, reviewing and implementing rules governing student life;
h. Oversees room allocation in the men’s residences;
i. Interacts with student to provide counsel and makes counselling referrals when such are deemed necessary;
j. Provides ready support to broader Student Life programs, events, and initiatives;
k. Any other duties as may be assigned by the Dean of Students or higher office.

Requirement: A Bachelor’s Degree in Education, Theology or any relevant degree in the Social Sciences. A higher qualification is an added advantage.

Skills, Competencies and Behaviours Desired of the Dean of Men
We are interested in hiring a mature male that exudes the following attributes to become part of the MAU students administration team that is geared at taking this institution and higher education service delivery to another level:

a. Passion for helping students get a positive college experience;
b. Approachable and accessible to students both during and after working hours to handle both routine and emergency situations;
c. Good interpersonal skills for dealing with students, parents and guardians;
d. Good writing skills that are essential for prepare weekly, monthly, annual and incident reports;
e. Team working, team building, problem solving, conflict management, and decision making;
f. Seen to be flexible, firm and fair in handling matters that come forth.
g. Ready and willing to uphold and promote the ethos of Malawi Adventist University.

**Experience:** Those with more than three (3) years’ experience have an added advantage.

**Remuneration:** Based on applicable salary scale commensurate with experience.

7. **Position:** Senior Accountant (1 post)

**Reporting to:** The Business Manager

**Duties and Responsibilities:**

a. Preparation of monthly bank and investment reconciliation statements
b. Preparation of monthly organization payroll
c. Maintaining and updating fixed asset register
d. Processing of weekly payments for all purchases and services rendered
e. Attending to all student queries on fees charges and queries
f. Recording of financial transactions – Reports
g. Managing charges to institutions and follow of payments for the same
h. Preparation of monthly Tax and Pension returns
i. Supervising other accounting activities as instructed

**Requirement:** Bachelor’s Degree in Accounting from a reputable University. Knowledge in Accounting Systems such as Sun Plus, SAGE or Pastel is very essential.

**Skills, Competencies and Behaviours Desired of the Senior Accountant:**

a. Managing and processing financial transactions
b. Passion for helping students get a positive college experience;
c. Approachable and accessible to students both during and after working hours to handle both routine and emergency situations;
d. Good interpersonal skills for dealing with students, parents and guardians;
e. Seen to be flexible, firm and fair in handling matters that come forth.
f. Ready and willing to uphold and promote the ethos of Malawi Adventist University.

**Experience:** Those with five or more years Accounting experience have added advantage.

**Remuneration:** Based on applicable salary scale commensurate with experience.
8. Position: Assistant Accountant (1 post)

Reporting to: The Accountant

Duties and Responsibilities:

a. Preparing student debtors analysis on monthly basis;
b. Following up students payments in line with fees payment policy;
c. Processing and recording of service charges;
d. Preparing and distributing students account statements;
e. Recording of financial transactions in the ledger;
f. Processing financial transactions and producing relevant reports;
g. Assisting students on their financial queries;

Requirement: Diploma in Accounting – ICAM or equivalent. Those with a Bachelor’s Degree in Accounting will have an added advantage

Skills, Competencies and Behaviours Desired of an Assistant Accountant:

We are looking for someone that exudes the following attributes to become part of the MAU students administration team that is geared at taking this institution and higher education service delivery to another level:

a. High integrity and professionalism;
b. Good interpersonal skills as one who frequently interacts with students, staff and guardians;
c. Hard working with attention to detail;
d. Excellent time management skills, essential for meeting deadlines for producing reports and responses;
e. Team working while having the ability to work unsupervised to accomplish tasks.

Experience: This is a position that needs the position holder to have knowledge in Accounting Systems such as SunPlus, Sage or Pastel. Besides, they must have a minimum of two (2) years’ work experience in a similar position.

9. Position: Assistant ICT Officer (1 post)

Reporting to: ICT Officer

Duties and responsibilities:

a. Installation, configuration, operation and maintenance of computer systems and other technologies, such as communication system and computer network.
b. Ensuring the smooth running of organization’s computer network.
c. Setting up ICT peripherals
d. Repairing systems and computers
e. Providing solutions to customer requests and queries
f. Network design, Implementation and Management
g. Basic computer maintenance (hardware and software)
h. System Administration and Maintenance
i. Designing and maintaining an active website using different technologies
j. Keeping ICT records

Requirement: Diploma in ICT from a reputable college or university. A degree in ICT is an added advantage. A professional certificate in Networking Database, Server, Microsoft is a sure plus.
Skills, Competencies and Behaviours Desired of an Assistant ICT Officer:

a. Working with Microsoft Office Packages
b. Working in Web technologies and database
c. Have knowledge of network firewall, bandwidth management and Network Security
d. Knowledge on Windows server domain controller
e. Background knowledge on software development using modern technologies
f. Knowledge on Network shared Devices (printers, etc.)
g. Able to configure a CISCO switch, Mikrotik router, PF sense Router, Unifi Access points.
h. High integrity and professionalism;
i. Good interpersonal skills as one who frequently interacts with students, staff and guardians;
j. Hard working with attention to detail;
k. Excellent time management skills, essential for providing timely responses;
l. Team working while having the ability to work unsupervised to accomplish tasks.

Experience: This is a position that needs the position holder to have knowledge of network firewall, bandwidth management, network security, Windows Server domain controller and network shared devices, among others. Besides, they must have a minimum of two years work experience in using the competences and skills needed in this job.

10. Position: Executive Assistant
Reporting to: The Deputy Vice Chancellor - Lakeview

Duties and Responsibilities:

a. Managing the Deputy Vice Chancellor’s Office
b. Scheduling meetings and appointments
c. Manage the DVC’s travel itinerary;
d. Preparing internal and external corporate documents for the Deputy Vice Chancellor;
e. Coordinating executive communication, including taking calls, responding to emails and interfacing with clients;
f. Arranging corporate events to take place within or outside the work place;
g. Organizing and maintaining office filing system of paper and electronic records;
h. Taking notes during meetings and drafting minutes thereof;
i. Performing office duties that include replenishing office supplies;
j. Providing general administrative support as may be required from time to time.

Requirement: Diploma in Business Studies or Secretarial Studies. This job holder must have Advanced Microsoft Skills with ability to become familiar with firm-specific programmes and software.

Skills, Competencies and Behaviours Desired of an Executive Assistant:

We are looking for someone that exudes the following attributes to become part of the MAU family that is geared at taking this institution and higher education service delivery to another level:

a. Self- motivation with a strong professional demeanour, ethical and of unquestionable integrity
b. Exceptional interpersonal skills;
c. Outstanding time management skills that lead to prioritizing and ably performing tasks in a fast-paced education environment;
d. Strong organizational and problem-solving skills with impeccable multi-tasking abilities;
e. Strong sense of confidentiality and trustworthiness.

Experience: This is a position that needs the person to be one that has a high sense of office management and administration unique capabilities. They must have worked in a busy office or have what it takes to do that because they enjoy dealing with people and organizing while remaining organized.

11. Position: Cook (2 posts)
Reporting to: The Head Chef
Duties and Responsibilities:
  a. Planning quantities of supplies for preparation of the day’s meals;
  b. Collecting ingredients for impending meals;
  c. Preparing and cooking meals of the time;
  d. Supervising assistants in the cooking processes;
  e. Serving food to clients;
  f. Supervising cleaning of the cafeteria as well as washing up;
  g. Noting issues of concern and areas of improvement for the Cafeteria Supervisor to sort out or take up with appropriate higher offices.

Requirement: Certificate in Food Preparation from a reputable institution in hospitality training. This job holder must have ample knowledge in preparing food for large groups in a busy environment.

Skills, Competencies and Behaviours Desired of a cook:

We are looking for someone that exudes the following attributes to become part of the MAU Cafeteria team that is geared at taking this institution and higher education service delivery to another level:

  a. Hard working with a positive disposition and compassionate;
  b. Work with little or no supervision;
  c. Team player and team builder;
  d. Good interpersonal skills to ably relate to colleagues and clients; and
  e. Creative and innovative to prepare mouth-watering dishes.

Experience: A minimum of two (2) years’ experience is a must in this position. One must have worked in a busy eatery or cafeteria.
A. FACULTY

1. Position: Lecturer in Biology, Chemistry or Physics (1 post)
   Reporting to: Head of Basic Sciences Department
   Duties and Responsibilities:
   a) Planning, preparing and facilitating student learning in Basic Science courses;
   b) Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;
   c) Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;
   d) Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and
   e) Carrying out any other duties as assigned by the Head of Department or higher office.

   Requirement: A Master of Science Biology (major) and Chemistry or Physics (minor) or related qualification obtained from a recognized and accredited university. A higher qualification is an added advantage. A minimum of two (2) years of teaching at tertiary level.

2. Position: Lecturer in English and Communication skills (1 post)
   Reporting to: Head of Basic Sciences Department
   Duties and Responsibilities:
   a. Planning, preparing and facilitating student learning in Basic Science courses;
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;
   c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;
   d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and
   e. Carrying out any other duties as assigned by the Head of Department or higher office.

   Requirement: Master of Arts Languages (major) and Sociology or Psychology (minor) or related qualification obtained from a recognized and accredited university. A higher qualification is an added advantage. A minimum of two (2) years of teaching at tertiary level.

3. Position: Lecturer in Environmental Health (2 posts)
   Reporting to: Head of Public Health Department
   Duties and Responsibilities:
   a. Planning, preparing and facilitating student learning in Public Health courses;
   b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and
e. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Master of Science in Environmental Health or related discipline of study obtained from a recognized and accredited university. Must be registered with Medical Council of Malawi. A higher qualification is an added advantage. A minimum of two (2) years of teaching at tertiary level.

4. **Position:** Lecturers and Clinical Instructors in Surgery, Paediatrics, Obstetrics and Gynaecology, and Internal Medicine (4 posts)
**Reporting to:** Head of Clinical Medicine Department

**Duties and Responsibilities:**

a. Planning, preparing and facilitating student learning in *Clinical Medicine* courses;
b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and
e. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Bachelor of Science in Surgery, Paediatrics, Obstetrics and Gynaecology, Internal Medicine, Clinical Medicine, MBBS or any other related qualification obtained from a recognized and accredited university. Must be registered with Medical Council of Malawi. A higher qualification is an added advantage. A minimum of two (2) years of teaching at tertiary level.

5. **Position:** Lecturers in Biomedical Sciences (2 posts)
**Reporting to:** Head of Biomedical Sciences Department

**Duties and Responsibilities:**

a. Planning, preparing and facilitating student learning in *Biomedical Sciences* courses;
b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development;
e. Following up students assigned to various Clinical settings within campus and other assigned places; and
f. Carrying out any other duties as assigned by the Head of Department or higher office.
**Requirement:** A Master of Science in Clinical Biochemistry (Clinical Chemistry or Medical Biochemistry), Clinical Pathology, Immunology, or Parasitology, Haematology obtained from a recognized and accredited university. Must be registered with Medical Council of Malawi. A higher qualification is an added advantage. A minimum of two (2) years hands on experience in the medical laboratory field.

6. **Position:** Clinical Instructors (2 posts)  
**Reporting to:** Head of Biomedical Sciences Department  
**Duties and Responsibilities:**

a. Facilitating hands-on sessions in clinical setting or simulated setting;  
b. Assessing students of their skill and attitude development;  
c. Assisting in teaching theory as needed;  
d. Assisting in tutoring to students and marking of examination scripts;  
e. Following up students in clinical area and clinical setting simulations within and without campus;  
f. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
g. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development; and  
h. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Bachelor of Science in Medical Laboratory Science or Medical Laboratory Technology obtained from a recognized and accredited university. A higher qualification is an added advantage. A minimum of three (3) years hands on experience in the medical laboratory field.

7. **Position:** Lecturers in Community Health and Mental Health Nursing (3 posts)  
**Reporting to:** Head of Nursing and Midwifery Department  
**Duties and Responsibilities:**

a. Planning, preparing and facilitating student learning in Nursing courses;  
b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development;  
e. Following up students assigned to various Clinical settings within campus and other assigned places; and  
f. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Master of Science in Community Nursing or Mental Health Nursing plus a Bachelors in Nursing and Midwifery or Bachelor of Science in Nursing and University Certificate in Midwifery obtained from a from a recognized and accredited university.
Nursing and Midwifery education qualification and background will be an added advantage. Must be duly registered with the Nurses and Midwives Council of Malawi. A minimum of three (3) years of Clinical experience.

8. **Position:** Lecturers in Adult Health Nursing (2 posts)  
**Reporting to:** Head of Nursing and Midwifery Department  
**Duties and Responsibilities:**

a. Planning, preparing and facilitating student learning in Nursing courses;  
b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development;  
e. Following up students assigned to various Clinical settings within campus and other assigned places; and  
f. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Master of Science in Adult Health Nursing plus a Bachelor of Science in Nursing or Bachelor of Science in Nursing and Midwifery obtained from a recognized and accredited university. Nursing and Midwifery education qualification and background will be an added advantage. Must be duly registered with the Nurses and Midwives Council of Malawi. A minimum of three (3) years of Clinical experience.

9. **Position:** Lecturers in Midwifery, Neonatal and Child Health Nursing (3 posts)  
**Reporting to:** Head of Nursing and Midwifery Department  
**Duties and Responsibilities:**

a. Planning, preparing and facilitating student learning in Nursing courses;  
b. Preparing, administrating, marking and grading assignments, mid-semester and end-of-semester examination;  
c. Providing advisement and support to students in research proposal drafting, defending as well as in conducting research projects and dissertation defence;  
d. Conducting research, writing research papers and scholarly articles in enhancing one’s professional development;  
e. Following up students assigned to various Clinical settings within campus and other assigned places; and  
f. Carrying out any other duties as assigned by the Head of Department or higher office.

**Requirement:** A Master of Science in Midwifery or Reproductive or Child Health Nursing plus a Bachelors in Nursing and Midwifery or Bachelor of Science in Nursing and University Certificate in Midwifery obtained from a recognized and accredited university.
Nursing and Midwifery education qualification and background will be an added advantage. Must be duly registered with the Nurses and Midwives Council of Malawi. Be an active member of Nursing and midwifery professional bodies. A minimum of three (3) years of Clinical experience.

10. Position: Nursing and Midwifery Clinical Instructors (4 posts)  
Reporting to: Head of Nursing and Midwifery Department  
Duties and Responsibilities:  

a. Developing clinical maps and clinical tools for nursing and midwifery students  
b. Instructing and assessing students in the clinical area and skills laboratory  
c. Conducting research and outreach programs in the area of specialization  
d. Participating in academic, professional and administrative activities of the institution; and  
e. Carrying out any other duties as assigned by the Head of Department or higher office

Requirement: Bachelors in Nursing and Midwifery or Bachelor of Science in Nursing with a University Certificate in Midwifery obtained from a recognized and accredited university. Those with Master’s degree in clinical nursing will have an added advantage. Nursing and Midwifery education qualification and background will be an added advantage. Must be duly registered with the Nurses and Midwives Council of Malawi. Must be ready to be allocated in various clinical sites of the College. A minimum of three (3) years of Clinical experience.

B. ADMINISTRATION

11. Position: Assistant ICT Officer (1 posts)  
Reporting to: ICT Officer  
Duties and Responsibilities:  

a. Providing ICT technical support  
b. Maintaining the smooth operation of the ICT resources in network and communication infrastructure.  
c. Installing and configuring computer hardware, software, networks and printers.  
d. Monitoring and maintaining computer systems and networks.  
e. Responding in a timely manner to service issues and requests  
f. Performing any other duties assigned from time to time

Requirement: A Degree in ICT or Diploma in ICT or its equivalent obtained from a recognized and accredited university. A minimum of two (2) years’ work experience.

12. Position: Executive Assistant (1 post)  
Reporting to: The Deputy Vice Chancellor  
Duties and Responsibilities:  

a. Managing the Deputy Vice Chancellor’s Office
b. Scheduling meetings and appointments

c. Manage the DVC’s travel itinerary;

d. Preparing internal and external corporate documents for the Deputy Vice Chancellor;

e. Coordinating executive communication, including taking calls, responding to emails and interfacing with clients;

f. Arranging corporate events to take place within or outside the workplace; organizing and maintaining office filing system of paper and electronic records;

g. Taking notes during meetings and drafting minutes thereof;

h. Performing office duties that include replenishing office supplies;

i. Providing general administrative support as may be required from time to time.

**Requirement:** A Diploma in Business Management/Secretarial studies along with an MSCE. Experience of using standard computer software e.g. e-mail, MS Office. Minimum of two (2) years practical experience in a busy office.

13. **Position:** Secretary (2 posts)

**Reporting to:** Head of Departments

**Duties and Responsibilities:**

a. Performing all secretarial duties and filing documents including student files in an organized and traceable manner.

b. Typing letters, reports, lecture materials, exams and any other documents needed by the Head of Department and faculty members.

c. Checking and downloading e-mails for the faculty.

d. Attending incoming calls and business post and distributing them to concerned officers.

e. Screening and making appointments for visitors desiring to meet with the Head of Department.

f. Any other duties assigned from time to time

**Requirement:** A Diploma or certificate in Business Management/Secretarial studies along with an MSCE. Experience of using standard computer software e.g. e-mail, MS Office. Minimum of two (2) years practical experience in a busy office.

Applications complete with CV should be sent to

The Registrar
Malawi Adventist University
P O Box 40, Ntcheu
Or email: registrar@mau.adventist.org

**Closing date for receiving applications is July 31, 2020.**

Only shortlisted candidates will be contacted for interviews and all hiring will depend on availability of funding. All applicants will have their background vetted for authenticity.