



**MZUZU UNIVERSITY**  
**NON-ACADEMIC VACANCIES**  
**(RE-ADVERTISEMENT)**

Mzuzu University (MZUNI) is a Public University established by the Laws of Malawi Cap 30:09 (*Mzuzu University Act No. 12 of 1997*). Currently, the University has six faculties of Education; Environmental Sciences; Health Sciences; Tourism, Hospitality and Management; Science, Technology and Innovation; and Humanities and Social Sciences. It is a dual mode University offering its courses through face-to-face and open, distance and e-learning (ODEL) teaching and learning modes. It also offers some of its programmes on block, week-end and vacation release.

The University invites applications from suitably qualified candidates to fill the following vacant positions:

**Vacancy No.1: Systems Developer**

The Systems Developer reports to the Director of Information and Communication Technology. He/she will be responsible for development, deployment, and maintenance of comprehensive education technology (EdTech) and Education Management Systems. He/she will directly impact the quality of education and administrative efficiency, enhancing the learning experience for our students and faculty.

**Duties and Responsibilities**

- (i) Designing, developing, and maintaining robust EdTech and Education Management Systems;
- (ii) Working across from frontend to backend and ensuring seamless integration and user experience;
- (iii) Collaborating with stakeholders to gather requirements and translate them into technical solutions;

- (iv) Implementing best practices in software development, including code reviews, testing, and documentation; and
- (v) Staying abreast of emerging technologies and trends in EdTech to drive innovation at Mzuzu University.

### **Qualifications**

- (i) Bachelor of Science in Information and Communication Technology, Computer Science, Information Technology, Information Systems or any related fields;
- (ii) Minimum of two (2) years' proven experience as a front-end/back-end developer, with a portfolio of projects to demonstrate skills and creativity; and
- (iii) Specific experience in developing EdTech systems or Education Management Systems in institutions of higher learning is an added advantage.

### **Knowledge, Skills and Abilities**

- (i) Proficient in a variety of programming languages and frameworks (e.g., JavaScript, Python, React, Next.js, Node.js, Laravel, Django, etc.);
- (ii) Strong understanding of database management, including SQL and NoSQL databases;
- (iii) Familiarity with cloud services and API integration;
- (iv) Ability to work with agile development methodologies;
- (v) Ability to develop mobile applications;
- (vi) Excellent problem-solving skills and the ability to work independently or as part of a team; and
- (vii) Strong communication skills, with fluency in English.

### **Vacancy No.2: Web Developer/Administrator**

The Web Developer reports to the Director of Information and Communication Technology. He/she will be responsible for managing the technical aspects of Mzuzu University's web presence, ensuring that the website is user-friendly, up to date, and secure. The role involves a combination of web development, system administration, content management, and technical support.

## **Duties and Responsibilities**

- (i) Overseeing the maintenance, enhancement, and daily operation of the University's website;
- (ii) Ensuring that the website is accessible, performing well, and secure against data breaches or cyber threats;
- (iii) Updating the website content and layout to improve user experience and comply with university branding;
- (iv) Collaborating with various departments to ensure the website content is current and meets the needs of students, faculty, and the community;
- (v) Monitoring website traffic and performance, making adjustments as needed to improve speed and functionality;
- (vi) Managing web hosting environment, including database administration and scaling applications to serve the needs of the University; and
- (vii) Staying up-to-date with web standards, emerging technologies, and security practices.

## **Qualifications**

- (i) Bachelor of Science in Information and Communication technology, Computer Science, Computer Science, Information Technology, Information Systems or any related fields;
- (ii) Minimum of two (2) years' experience in web systems development or web development and administration; and
- (iii) Candidates with experience in web systems development or web development and administration in institutions of higher learning will have an added advantage.

## **Knowledge, Skills and Abilities**

- (i) Strong knowledge of modern web technologies (SPAs, PWAs, JavaScript libraries, PHP frameworks, etc), content management systems (e.g., WordPress, Joomla), and web servers (Apache, Nginx, Tomcat);
- (ii) Knowledgeable about website analytics and SEO best practices;
- (iii) Understanding of web security principles and data protection regulations;

- (iv) Familiarity with web design and development tools;
- (v) Knowledge of network infrastructure and cloud services;
- (vi) Excellent problem-solving abilities and attention to detail; and
- (vii) Strong communication skills and proficiency in English.

### **Vacancy No. 3: Laboratory Technician in Medical Parasitology**

The Laboratory Technician reports to the Head of Department but under the supervisor of Chief Laboratory Technician.

#### **Duties and Responsibilities**

- (i) Implementing standard operating procedures including laboratory rules and regulations;
- (ii) Maintaining, repairing, and cleaning laboratory equipment and accessories;
- (iii) Conducting or supporting demonstrations during laboratory sessions;
- (iv) Supporting and orienting laboratory users on procedures, rules and regulations of the laboratory;
- (v) Maintaining inventory of all laboratory resources;
- (vi) Implementing occupational, health and safety systems in the laboratory;
- (vii) Supporting academic research and outreach services;
- (viii) Documenting and archiving results of laboratory analyses; and
- (ix) Supporting implementation of laboratory quality management system for accreditation standards.

#### **Qualifications**

- (a) Bachelor of Science in Parasitology and Disease Vector Control, Medical/Biological Sciences, Biomedical Sciences or Medical Laboratory Sciences obtained from a reputable and accredited institution of higher learning;
- (b) At least one (1) year work experience in laboratory work; and
- (c) Candidates with the relevant experience in an institution of higher learning will have an added advantage.

### **Knowledge, Skills and Abilities**

- (i) In-depth knowledge preventative measures and laboratory best practices;
- (ii) Ability to work autonomously and under pressure;
- (iii) Ability to meet deadlines;
- (iv) Interpersonal relationship skills; and
- (v) Excellent communication skills.

### **Vacancy No. 4: Laboratory Technician in Medical Entomology**

The Laboratory Technician reports to the Head of Department but under the supervisor of the Chief Laboratory Technician.

### **Duties and Responsibilities**

- (i) Implementing standard operating procedures including laboratory rules and regulations;
- (ii) Maintaining, repairing, and cleaning laboratory equipment and accessories;
- (iii) Conducting or supporting demonstrations during laboratory sessions;
- (iv) Supporting and orienting laboratory users on procedures, rules and regulations of the laboratory;
- (v) Maintaining inventory of all laboratory resources;
- (vi) Implementing occupational, health and safety systems in the laboratory;
- (vii) Supporting academic research and outreach services;
- (viii) Documenting and archiving results of laboratory analyses; and
- (ix) Supporting implementation of laboratory quality management system for accreditation standards.

### **Qualifications**

- (a) Bachelor of Science in Parasitology and Disease Vector Control, Biological Sciences or Vector Biology obtained from a reputable and accredited institution of higher learning;

- (b) At least one (1) year work experience in laboratory work; and
- (c) Candidates with the relevant experience in an institution of higher learning will have an added advantage.

### **Knowledge, Skills and Abilities**

- (i) In-depth knowledge preventative measures and laboratory best practices;
- (ii) Ability to work autonomously and under pressure;
- (iii) Ability to meet deadlines;
- (iv) Interpersonal relationship skills; and
- (v) Excellent communication skills.

### **Mode of Application**

The application should include an up-to-date Curriculum Vitae (CV), copies of academic and professional qualifications, and the names and contact details of three traceable referees. The job title should be indicated on the envelope and sent to:

University Registrar  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**

### **Or Electronic Submission:**

Electronic submission of the application should be sent as attachments in PDF or MS Word format to [jobvacancies@mzuni.ac.mw](mailto:jobvacancies@mzuni.ac.mw). The subject line of the application should show the position being applied for.

To reach the University not later than **Monday, 20<sup>th</sup> May 2024**. Note that only shortlisted candidates will be acknowledged.

**Candidates who responded to the first advertisement are requested to re-apply.**

*MZUNI is an equal opportunity employer and therefore encourages applications from qualified men, women and persons living with disabilities.*