



Knowledge Innovation Excellence

RE-ADVERTISEMENT - JOB VACANCIES

CAMPUS DIRECTOR/CAMPUS DEPUTY DIRECTOR AND HEAD OF FINANCE FOR NRC CAMPUS

The Lilongwe University of Agriculture and Natural Resources (LUANAR) is the third Public University in Malawi established through an Act of Parliament Number 22 of 2011 after delinking Bunda College of Agriculture from the University of Malawi and integrating Natural Resources College which was established under a Trust.

LUANAR commenced its operations on 01st July, 2012 with a Vision “To be a World Class University”. Pursuant to this vision the University is implementing a five-year strategic plan which, through Pillar Number Five, recognizes the role that good governance plays in the realization of its goals through enhancement of the management and governance of the University and all its Campuses. Three Vacant positions have therefore arisen for appointment. The Campus Director and Deputy Campus Directors positions are for Three Year Contracts while the Head of Finance Position is permanent

1. Campus Director

Reporting to the Deputy Vice Chancellor on academic matters and the University Registrar on Administrative matters, the Campus Director shall provide overall campus leadership, direction, and strategic management in order to ensure that the Campus maintains the mission and vision of LUANAR. It entails coordination and development of periodic plans and ensuring their economic and effective implementation through annual work programmes as well as ensuring availability of efficient financial and administrative support services to the core operations for financial sustainability of the Campus.

Specific Duties

1. Developing and implementing strategic plans, annual work programmes, budgets, business/marketing and investment plans as well as maintaining efficient and effective financial management systems and ensuring their overall economic and effective implementation.
2. Providing overall Campus leadership and support on all academic, administrative and financial management by ensuring adherence to the academic calendar and deadlines for submission of all reports required by University Management.

3. Coordinating and providing continuous institutional and on the job staff training and development in liaison with the University Registrar to ensure continued effective performance of staff in line with the University policy.
4. Upholding high standards of academic teaching and learning at the campus
5. Chairing Heads and Deans meetings and other statutory committees as designated by University Management.
6. Ensuring that Curricula are adhered to and reviewed periodically
7. Monitoring the development and implementation of Academic Regulations.
8. Managing the implementation of Performance Management System for all staff and ensuring that their performance is appropriately monitored and evaluated.
9. Facilitating and coordinating the implementation of remedial strategies to improve teaching and learning for all students.

Minimum Qualifications.

The candidate for the post of Campus Director must be a distinguished scholar with outstanding academic and administrative records. Specifically,

- i. The person must be proven leader with academic and managerial standing at senior university management level and should possess a Doctorate Degree earned from a reputable University in their discipline and should be at least a Senior Lecturer.
- ii. Must be well experienced academicians with at least three years of experience working as Head of department, Dean of faculty or equivalent at a reputable academic institution.
- iii. Possess a clear vision for the further development of the University and the realization of its vision, mission and strategic goals;
- iv. Exhibit entrepreneurial drive and ability to attract extra-statutory funds and mobilise other resources for the development of the University;
- v. Develop and advance a culture of business incubation for nurturing new enterprises for socio-economic development.
- vi. Demonstrate ability to attract, motivate and retain highly skilled and talented staff in all categories, teaching and non-teaching;
- vii. Demonstrate interpersonal and team building skills and possess the ability to build bridges between staff, students, other members of the university community and the university's stakeholders.
- viii. Possess proven skills of Information, Communication and Technology (ICT).

2. Deputy Campus Director

Reporting to the Campus Director, the Deputy Campus Director shall ensure effective provision of demand driven training in diverse aspects of agriculture, natural resources and environmental management, consultancy and relevant research and maintaining effective linkages with stakeholders.

In addition, the Deputy Campus Director will be a member of the Executive Management Team hence he/she will be expected to participate in the development of strategies to enhance the operational efficiency and business competitiveness of the Campus.

Specific Responsibilities

1. Providing effective leadership, administrative and management of Faculty
2. Managing student's assessment processes and ensuring that grades are submitted on time by all faculties and departments.
3. Ensuring timely availability and submission of quarterly and annual reports to the Campus Director;
4. Coordinating curriculum development and constant review to ensure availability of an up to date demand driven and gender sensitive curriculum;
5. Formulating, implementing and constantly reviewing training, consultancy and research quality assurance policies and procedures;
6. Providing leadership in academic policy review to ensure relevance at all times.
7. Conducting training needs assessment, research and implementing marketing strategies;
8. Ensuring appropriate capacity of staff through training and development at the Campus;
9. Chairing standing Committees of Management as assigned from time to time
10. Coordinating and ensuring effective training, consultancy and research delivery;

Minimum Qualifications

Applicants must have:

- At least a Master's degree obtained from a highly recognized higher education institution
- Must be well experienced academicians with at least two years of experience working as Head of department or Dean of faculty at a reputable academic institution.
- Those with a relevant PhD will have an added advantage

3. Head of Finance

Main responsibilities

The Head of Finance shall professionally be responsible to the Director of Finance and functionally to the Campus Director and the following are the duties to be performed:

- a) providing leadership to the Finance Department of the Campus;
- b) assisting the Campus Director to source and deploy funding and advising the Campus Director and heads of departments/sections who are vote holders on financial matters;
- c) initiating and leading the budgeting process at the Campus in liaison with the Heads of Department/Section;
- d) preparing annual budgetary cash flows and cash forecasts and submit them to Campus management and the Director of Finance;
- e) authorizing payments/expenditure in line with the approved budgets;
- f) coordinating the audit exercise for the Campus;
- g) preparing management accounts for presentation to management;
- h) assisting in preparation of project budgets;
- i) supervising the management of research funds by ensuring that expenditure and financial reports for both internal and external donors are in line with their requirements;
- j) taking part in the strategic planning exercise at both Campus and University wide levels;
- k) identifying cash surpluses and deficits for Campus accounts and recommend short – term investments or borrowing
- l) managing pension and gratuity arrangements of the Campus
- m) overseeing Campus assets; movable and immovable to ensure their safe keeping
- n) arranging periodic revaluation of fixed assets
- o) ensuring that periodic and annual stock take is undertaken

Minimum Qualifications

Degree in Accounting with a professional qualification such as ACCA or CIMA
And at least 5 years working experience in a busy accounting/finance office. Those with the above qualifications plus a Master's degree in Business Administration (MBA) will have an added advantage

Person Specifications

1. Thorough understanding of finance and accounting functions of the University
2. Computer literacy, excellent analytical and conceptual skills
3. Ability to work in partnership with others in a complex, professional and knowledge based environment

4. Energy and high level of personal motivation and resilience
5. A high degree of personal integrity, good communication and human relations skills.

Remuneration.

The candidate shall be offered an attractive salary and benefits commensurate with seniority of the position and qualifications.

Method of Application

Applications can be sent by either email or post using the addresses by Friday 21st January, 2017.

University Registrar
Lilongwe University of Agriculture and Natural Resources
P O Box 219
LILONGWE
Email:ur@bunda.luanar.mw.

Those who responded to the earlier advertisement need not re-apply.