

VACANCY ANNOUNCEMENT

College of Medicine (COM) is a leading academic institution of excellence under the University of Malawi. The College has 3 campuses with the main campus situated in Blantyre along Mahatma Gandhi Road, another one in Lilongwe and a satellite campus in Mangochi. COM has three academic faculties, namely: The Faculty of Medicine, the Faculty of Biomedical Sciences and the School of Public Health and Family Medicine. Apart from the academic faculties, COM has well-established research centres and affiliates such as MAC, BMP, MLW and JHP. COM also runs well-established business units, including the COM Mortuary, the Sports Complex and the COM Clinic.

COM currently has staff vacancies in various departments. Applications are therefore invited from suitably qualified individuals to fill the following positions:

DEPARTMENT OF BIOMEDICAL SCIENCES

1. Staff Associate/Assistant Lecturer/ Lecturer in Anatomy (Embryology) (1 Full-Time position)

Job Summary

Reporting to the Head of Department, the successful candidate will be expected to undertake teaching, research, administrative and community engagement work. The Staff Associate or Assistant Lecturer will perform their duties under supervision and guidance from senior colleagues.

Key Duties and Responsibilities

Among other duties and responsibilities, the successful candidate will be expected to:

- Give lectures, tutorials and supervision to students.
- Conduct practical sessions and demonstrations in relevant topics.
- Teach and assess students' academic performance through giving assignments and exams.
- Conduct research within a chosen field and in keeping with aims and objectives of the department.
- Engage in Community Outreach.
- Invigilate examinations.
- Serve in University committees when appointed.
- Attend departmental meetings and any other meeting as assigned.

Qualifications and Requirements

- MBBS plus MMed or MSc in comparative Morphological and anatomical sciences or PhD in human anatomy – for Lecturer
- BSc (Hons with second class upper or above) in Developmental Biology – for Assistant Lecturer.
- BSc (with credit and above) – for Staff Associate,
- Experience in teaching and research will be an added advantage.

DEPARTMENT OF PUBLIC HEALTH

2. Lecturer/Assistant Lecturer in Nutrition and Dietetics

Job Summary

Reporting to the Head of Department, the successful candidate will be expected to undertake teaching, research, administrative and community engagement work. The Staff Associate or Assistant Lecturer will perform their duties under supervision and guidance from senior colleagues.

Key Duties and Responsibilities

Among other duties and responsibilities, the successful candidate will be expected to:

- Teach courses in Nutrition/Dietetics.
- Conduct demonstrations and tutorials.
- Supervise students during practice rotations, and support the students on implementation of care plans as needed.
- Participate in setting examinations
- Conduct assessment of students
- Participate in curriculum development.
- Serve on various university, college and departmental committees.
- Engage in writing research proposals and submit them for funding
- Participate in conducting research in collaboration with other members of staff
- Participate in dissemination of research results at conferences and in publications
- Attend departmental, faculty, College and other meetings as required.

Requirements

Applicants must have the following qualifications:

- Masters Degree in Clinical Nutrition or Dietetics – for Lecturers
- BSc (Honors) in Human Nutrition/Dietetics/Food Science or MBBS – for Assistant Lecturer.
- At least 1 year of post-internship clinical experience and registration with the Medical Council of Malawi for candidates with medical background – for Assistant Lecturer.
- Candidates with teaching experience in higher education institutions will have an added advantage.

CENTRE OF EXCELLENCE IN ETHICS AND GOVERNANCE (CEEG)

3. Research Fellow (Ethics)

The Centre of Excellence in Ethics and Governance (CEEG) serves as national Think Tank on matters of Ethics for strengthening leadership, Ethics, Governance and Systems in Malawi and the region. The Centre also mainstreams ethics, institutionalizes and promote professionalism, moral character, and moral standards as an investment to gain the moral capital dividend. In line with the University of Malawi's Core Values, the CEEG aims at building, promoting and sustaining a culture of integrity, accountability, transparency, responsibility, professionalism, commitment, honesty, openness to diversity and responsiveness in the development of the nation's moral capital.

Key Duties and Responsibilities

Among other duties and responsibilities, the Research Fellow will be expected to do the following:

- Developing new research, Consultancies proposals and training program proposals.
- Ability to write and implement consultancies and research program proposals.
- Developing the strategy to position the Centre as national think tank in ethics and governance.
- Preparing, organizing, implementing, evaluating research consultancies and training programs.

- Managing social media pages like the Website, Twitter and Facebook
- Supervising research teams.

Requirements

- Bachelor's degree in Social Science, Political Science, Philosophy, Public Administration, Ethics or Governance
- Experience in governance work is an added advantage
- Demonstrated ability in data analysis, project design and experience in developing results frameworks, logical frameworks, or similar tools for project design is an added advantage.
- Demonstrated knowledge and experience in proposal writing, study design, and data analysis
- Knowledge of any research methods like Qualitative and Quantitative
- Knowledge in Research Ethics will be an added advantage
 - Knowledge in grant writing
 - Knowledge in proposal writing
 - Knowledge of computer packages such as Excel, PowerPoint and any other Research Data Analysis package
- Research work experience is an added advantage
- Experience in Governance/Ethics is an added advantage

Other Attributes

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
- Excellent research and data collection methodology skills
- Ability to create organizational work plans based on higher-level goals
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Strong interpersonal skills
- Oral and written communication skills to deal effectively with mid and high level partner contacts, the host government, and the local communities.
- Ability to apply University of Malawi regulations and procedures to daily work requirements e.g., research ethics procedures
- Excellent computer skills, including word processing, spreadsheet programs and data base management

AFRICA CENTER OF EXCELLENCE IN PUBLIC HEALTH AND HERBAL MEDICINE (ACEPHEM)

4. Grants Writer

The College of Medicine (CoM) of the University of Malawi (UNIMA) is implementing a Malawi-Government funded programme called ACEPHEM and therefore invites applications from suitably qualified candidates to fill the post of Grants Writer.

Key Responsibilities of the Post

- Responsible for researching grant opportunities at appropriate places
- Develop effective grant proposals and grant reports based on the organizational requirements
- Identify and understand the financial and budget matters of the organization
- Interfacing and communicating with individuals at all levels of the organization
- Assist various departmental staff in writing periodic reports to comply with grant requirements
- Maintain a professional and cordial relation with the grant coordinator and fund providers to ensure and check if the information provided meets the requirements
- Submit proposals within deadlines to grant coordinators or concerned people for approvals

Essential Skills and Abilities

- Ability to incorporate accurate and pertinent information in the proposal or application
- Possess broad knowledge of organizational structure, functions and needs
- Possess essential knowledge of a grant application process
- Strong research skills and multi-tasking
- Excellent writing skills with proper knowledge of grammar
- Ability to understand the project requirements, the organization, departments and their functions
- Self-driven, pro-active, ability to work effectively and independently
- Experienced in handling highly confidential matters with discretion
- Responsible, organized and pays attention to details
- Knowledge of computer and software programs

Educational and Professional Background

The applicant may come from any educational or professional backgrounds based on the area of specialization or personal choice.

However, the candidate should have at least a bachelor's degree. Applicants with postgraduate qualifications will have added advantage.

A minimum of two years' experience as a grant writer.

Demonstrable evidence of successful submission of grants to potential funders.

Experience in a higher education and/or research setting is an added advantage.

How to Apply

Suitably qualified candidates should forward their applications together with copies of relevant certificates, detailed CVs and names of three traceable referees to:

The Registrar
College of Medicine
Private Bag 360
Chichiri
Blantyre 3
Or
Email: hr@medcol.mw

Applications should be submitted by 30th October, 2020. Please indicate the title of the post in the subject line (email submissions) and on the envelope (hard copy submissions). Only shortlisted candidates will be contacted.