



Knowledge Innovation Excellence

JOB VACANCIES FOR POSITIONS OF PRINCIPAL AND DEPUTY PRINCIPAL FOR BUNDA COLLEGE

The Lilongwe University of Agriculture and Natural Resources (LUANAR) is inviting applications from suitably qualified, experienced and distinguished academic/research/administrative professionals to be considered for the positions of Principal and Deputy Principal for Bunda College.

About Bunda College

Bunda College became the first constituent College of Lilongwe University of Agriculture and Natural Resources on July 1st, 2012 immediately after it was de-linked from the University of Malawi. Bunda College and Natural Resources College are the two constituent Colleges of LUANAR.

With a student enrolment of 9,500 Bunda College has five faculties (Agriculture, Development Studies, Food and Human Sciences, Natural Resources Management and Postgraduate Studies). It also has City Campus and ODL programme with centres in Blantyre, Lilongwe and Mzuzu.

The Principal

Reporting to the Deputy Vice Chancellor on academic matters and the University Registrar on Administrative matters, the College Principal shall provide overall College leadership and strategic management in order to ensure that the College maintains the mission and vision of LUANAR. It entails development of periodical plans and the coordination to ensure effective implementation through annual work plans as well as ensuring availability of efficient financial and administrative support services to the core functions of teaching and learning, research consulting and outreach operations of the

College and the University as a whole. The duties and responsibilities of the Principal shall include:

Leadership and Management

- Provide innovative leadership to the College geared at the furtherance of the objectives of the University.
- Maintain efficient and effective financial management systems and ensuring their overall economic and effective implementation.
- Ensure high standards of discipline among staff members and students alike.
- Ensure adherence to administrative, academic, research and financial policies, rules and regulations.
- Chair various statutory committees of the college and those delegated by the Deputy Vice Chancellor.
- Carry out any assignment delegated by the Deputy Vice Chancellor and the University Registrar from time to time.
- Market the University/College by giving desirable visibility through interaction with government, the public, the donor community and the outside world on higher education issues.

Academic Affairs

- Provide overall College leadership and support on all academic matters by ensuring adherence to the academic calendar and deadlines for submission of all reports required by University Management.
- Explore and facilitate alternative teaching and learning avenues (including open and distance learning) in order to widen access to higher education.
- Liaise with external stakeholders to develop and maintain strategic academic partnerships.
- Uphold high standards of academic teaching and learning at the College and ensure that Curricula are adhered to and reviewed periodically.
- Ensure that mechanisms for quality control and inspection are in place and are functioning properly so that the quality of the graduates is consistent with both regional and international expectations.
- Ensure the College implements strategy to achieve ISO certification.

Finance Management and Resource Mobilisation

- Spearhead strategic planning, and implementation, development of work programmes, budgets, business/marketing and investment plans.

- Ensure preparation, defense and implementation of Budgets for the college.
- Ensure the college implements the resource mobilization strategy and that projects are identified, funded and implemented.
- Lead the resource mobilization initiatives and ensure that funds raised by the University and those provided by government are managed properly.
- Develop and manage strategic alliances and partnerships with the public and the private sectors in areas of mutual interest.

Human Capacity Building

- Attract, motivate and retain highly skilled and talented staff in all categories, teaching and non-teaching.
- Enhance performance of all staff members
- Ensure staff meet performance targets in line with the Performance Management System.
- Ensure effective operationalization of the human resource and development policy

Infrastructure Development

- Keep University Management updated on all Infrastructure Development projects and plans at college.
- Coordinate Infrastructure development projects in the College.
- Facilitating and coordinating the implementation of remedial strategies to improve teaching and learning environment in the college

Research and Publications

- Ensure implementation of University Research Agenda which fosters application of research results to improve knowledge and human welfare.
- Facilitate collaborative research projects and innovative research that can result in improved production, processing and marketing of agricultural products.

The candidate for the post of Principal shall be a distinguished scholar with outstanding academic and administrative records. Specifically, 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 with not less than **10 years** of relevant practical work experience.

- ii. Possess a clear vision for the further development of the College and the realization of the vision, mission and strategic goals of the University;
- iii. Exhibit entrepreneurial drive and ability to attract extra-statutory funds and mobilise other resources for the development of the University;
- iv. Develop and advance a culture of business incubation for nurturing new enterprises for socio-economic development.
- v. Demonstrate ability to attract, motivate and retain highly skilled and talented staff in all categories, teaching and non-teaching;
- vi. 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.
- vii. Possess proven skills of Information, Communication and Technology (ICT).

The Deputy Principal

Reporting to the Principal, the Deputy Principal shall ensure effective provision of demand driven training in diverse aspects of agriculture, natural resources, developmental and environmental management, consultancy and relevant research and maintaining effective linkages with stakeholders. The duties and responsibilities of the Deputy Principal shall include the following:

Leadership and Management

- Assist the Principal in providing innovative leadership to the College.
- Ensuring timely availability and submission of quarterly and annual reports to the College Principal;
- Chairing standing Committees of Management as assigned from time to time
- Ensure high standards of discipline among staff members.
- Carry out any assignment delegated by the Principal from time to time. Provide leadership for the execution of a comprehensive strategic communications and marketing plan to enhance the college/universities leadership position, reputation and brand.

Academic Affairs

- Managing student's assessment processes and ensuring that grades are submitted on time by all faculties and departments.
- Monitoring the development and implementation of Academic Regulations
- Providing effective leadership, administrative and management of Faculty

- Providing leadership in academic policy review to ensure relevance at all times.
- Coordinating curriculum development and constant review to ensure availability of an up to date demand driven and gender sensitive curriculum;
- Facilitating and coordinating the implementation of remedial strategies to improve teaching and learning for all students.

Finance Management and Resource Mobilisation

- Assist the Principal in spearhead strategic planning, and implementation, development of work programmes, budgets, business/marketing and investment plans.
- Ensure the college implements the resource mobilization strategy and that projects are identified, funded and implemented.
- Chair Funding allocation and Internal Procurement Committees

Human Capacity Building

- Ensure implementation of Full Times Equivalence policy.
- Ensure staff meet performance targets in line with the Performance Management System.
- Ensuring appropriate capacity of staff through training and development in the department;
- Conducting training needs assessment, research and implementing marketing strategies;

Infrastructure Development

- Facilitating and coordinating the implementation of remedial strategies to improve teaching and learning environment in the college.
- Assist the Principal in coordinate Infrastructure development projects in the College.
- Chairs Estates Development Committee

Research and Publications

- Formulating, implementing and constantly reviewing training, consultancy and research quality assurance policies and procedures;
- Coordinating and ensuring effective training, consultancy and research delivery
- Assist the Principal in ensuring the implementation of the University Research Agenda which fosters application of research results to improve knowledge and human welfare.

