

Knowledge Innovation Excellence

**VACANCIES ANNOUNCEMENT**

**FOR THE OPEN DISTANCE LEARNING DIRECTORATE**

The Lilongwe University of Agriculture and Natural Resources is looking for highly qualified and competent staff at its ODL satellite centers across the country as follows:

1. **SATELLITE CENTER COORDINATORS (2)**

**Duties**

1. Coordinate day to day satellite center operations.
2. Coordinate ODL tutor and other support services delivery
3. Organize and facilitate ODL student study circles
4. Prepare center plans and budgets
5. Manage ODL students and staff records
6. Manage center staff
7. Facilitate identification of training needs and relevant programmes in the region
8. Facilitate development of industry oriented ODL programmes
9. Manage ODL students’ assignments and examinations
10. Facilitate ODL students’ attachments with industry
11. Support the ODL Directorate
12. Any other duties as assigned by Management

Positions are tenable at Blantyre (1) and Mzuzu (1) LUANAR centers.

The satellite center coordinators will report to the ODL Director.

**Qualifications**

1. At least an MSc in Open and Distance Education, MSc Agriculture Extension, MSc/MEd Education (Curriculum or Management)
2. At least 3 years of university teaching experience
3. Experience in university management will be an added advantage
4. Should possess team building and good communication skills
5. **LEARNING MANAGEMENT SYSTEMS ADMINISTRATOR (1)**

**Duties**

1. Design and adapt E-learning system for LUANAR
2. Manage LUANAR’s E-learning system
3. Train staff and students on how to use the E-learning systems
4. Set up and maintain user accounts
5. Monitoring system performance
6. Monitor network communication
7. Password and identity management
8. Create file systems
9. Set up e-security policies
10. Create backup and recovery policies
11. Manage the ODL webpage
12. Any other duties as assigned by Management

The systems administrator shall report to the ODL Director and IT manager.

**Qualifications**

1. At least a BSc in IT (programming)
2. At least 3 years of experience in a similar position
3. The individual should be versatile with knowledge in both programming and networking
4. Experience at academic institutions will be an added advantage
5. Should possess team building and good communication skills
6. **ADMINISTRATIVE ASSISTANTS (3)**

**Duties**

1. Assist the Center Coordinator with Secretarial services
2. Manage students’ records
3. Monitor day to day patronage of satellite centers and security
4. Support the center Coordinator to keep day-to-day schedules
5. Keep an up-to-date asset register for ODL
6. Support student registration
7. Facilitate timely communication to students and stakeholders
8. Ensure students meet their registration commitments
9. Take minutes and compile reports for ODL meetings
10. Offer other first line support to ODL students and clients
11. Dispatching mail
12. Ensuring timely acquisition of office supplies
13. Production of materials in the Directorate
14. Any other duties as assigned by management

Positions are tenable at Lilongwe, Blantyre and Mzuzu LUANAR Centers.

The holders shall report to the Center Coordinators.

**Qualifications**

1. An MSCE certificate with credit in English
2. Diploma in Secretarial Services or front desk management
3. Driving license (Class C and above will be an added advantage)
4. At least 2 years of previous experience in a busy office will be an added advantage
5. **MULTIMEDIA AND GRAPHIC DESIGNER**

**Duties**

1. Design module house style for LUANAR
2. Design graphics for ODL Modules and the Learning Management System
3. Typesetting of ODL modules
4. Train staff and students on module formatting
5. Convert modules into e-learning format
6. Uploading and updating modules online
7. Support students through the e-learning platform
8. Set-up and maintain multimedia facilities for e-learning
9. Coordinate production of multimedia for e-learning
10. Champion development of ODeL innovations
11. Any other duties as assigned by management

The holder shall report to the ODL Director and IT manager.

**Qualifications**

1. At least a BSc in IT specializing in Graphic Design
2. Experience in ODeL will be an added advantage
3. Should be an innovative and self-motivated individual
4. Should possess team building and good communication skills

Individuals who meet the minimum requirements for these positions should send their applications and an updated Curriculum Vitae (CV) with three referees to the address below before Monday 14th November, 2016:

The University Registrar

Lilongwe University of Agriculture and Natural Resources

P O Box 219

LILONGWE.