LILONGWE UNIVERSITY
OF AGRICULTURE & NATURAL
RESOURCES (LUANAR)
Knowledge | Innovation | Excellence

CHOOSE THE NUMBER 1 UNIVERSITY IN MALAWI

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CALL CENTER: 4282 | RADIO: 99.6/99.8 MHz



Staff Vacancy Advertisement

↗ GRANTS WRITER

Background

The Lilongwe University of Agriculture and Natural Resources (LUANAR) is a leading institution in agricultural education, research, and outreach in Malawi and beyond. The University hosts the **Africa Centre of Excellence in Aquaculture and Fisheries (AQUAFISH)**, which is domiciled at LUANAR's Bunda Campus in Lilongwe. The Centre serves as a regional hub for advanced training, research and innovation in aquaculture and fisheries and other related disciplines. It aims to contribute to sustainable food and nutrition security, economic growth, and improved livelihoods through capacity building, knowledge generation, and strategic partnerships within Malawi and across the region.

In pursuit of its mandate, applications are invited from suitably qualified and experienced candidates to fill the position of **Grants Writer.**

Role Summary

The Grants Writer will be responsible for mobilising financial resources for AQUAFISH by identifying funding opportunities, developing high-quality grant proposals, and ensuring compliance with donor requirements. The role is critical in supporting the Centre's sustainability and growth through effective resource mobilisation and partnerships.

Specific Duties and Responsibilities

- Identify and track grant and funding opportunities aligned with AQUAFISH's strategic priorities and objectives.
- Lead and coordinate the development of high-quality grant proposals, concept notes, and grant reports in line with organisational and donor requirements.
- Compile and review all supporting documentation required for submission of funding applications.
- Work closely with finance and technical teams to develop accurate and competitive project budgets.
- Ensure all proposals contain accurate, relevant, and evidence-based information.

- Liaise and communicate effectively with stakeholders at all levels within and outside the Centre.
- Support departmental and Centre staff in the preparation of periodic technical and financial reports to ensure compliance with grant conditions.
- Ensure that all proposals meet donor guidelines and are submitted within stipulated timelines, including securing necessary internal approvals.
- Engage with local and international funding agencies and partners to mobilise resources and respond to calls for proposals.

Essential Skills and Competencies

- Sound understanding of organisational structures, functions, and operational needs.
- Strong knowledge of grant application processes and donor compliance requirements.
- Excellent research, analytical, and multitasking skills.
- Strong written and communication skills with high attention to detail.
- Ability to interpret project requirements and align them with funding opportunities.
- Self-motivated, proactive, and able to work independently with minimal supervision.
- High level of integrity and ability to handle confidential information with discretion.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office and other relevant computer applications.
- Strong collaboration, interpersonal, and stakeholder engagement skills.
- Good understanding of donor and funding landscapes.

Education and Professional Background

- Interested candidates may come from any educational or professional background based on the area of specialisation or personal choice.
- Candidates must have at least a PhD in relevant fields.
- A minimum of 5 years' relevant experience in grant writing and resource mobilisation.
- Demonstrated track record of successful grant applications to reputable funding organisations.
- Experience in a higher education, research, or development environment will be an added advantage.

Terms of Engagement

The successful candidate will be engaged on an initial 1-year contract, renewable subject to institutional requirements, satisfactory performance and the continued availability of Centre funding. Interested candidates are advised that this is a performance-based position and continued engagement shall be dependent on the attainment of agreed performance targets.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

The University Registrar
Lilongwe University of Agriculture and Natural Resources(LUANAR)
P.O. Box 219
LILONGWE

Submission of the hard copy application docket **must** be accompanied by the full electronic submission of the application package, emailed as an attachment in a single PDF document to vacancies@luanar.ac.mw, with a copy to aquafish-project@luanar.ac.mw. The subject line for the email should be "Application for the post being applied for".

All applications should reach the UNIVERSITY no later than **Friday, 29th May, 2026**. Only shortlisted candidates will be acknowledged.

For Further Information: For additional information regarding the Center, please contact the Center Director: **Professor Daud Kassam**, through aquafish-project@luanar.ac.mw and copy to dkassam@luanar.ac.mw