



Vacancy Announcement

STAFF VACANCY ADVERTISEMENT

The Lilongwe University of Agriculture and Natural Resources (LUANAR) is inviting applications from suitably qualified, highly motivated, and experienced individuals to be considered for the following vacant positions in various establishments of the University:

1. Assistant Registrar (Admissions)

a. Role Summary

The successful candidate will play a key role in managing and coordinating all activities related to student admissions at the University. The incumbent will oversee the admission processes for undergraduate and postgraduate students, ensuring efficient and transparent processes in line with the University's policies, procedures, and strategic goals.

b. Key Duties and Responsibilities

i. Admissions Management

- Oversee and coordinate all activities related to student admissions at the University.
- Develop and implement admissions policies, procedures, and strategies in line with the University's objectives.
- Manage the processing of undergraduate and postgraduate applications and ensure compliance with academic standards and criteria.
- Collaborate with academic departments to ensure admission requirements and standards are up to date.

ii. Student Recruitment

- Lead and implement student recruitment strategies to attract a diverse and high-quality student body.
- Work closely with schools, colleges, and other institutions to promote the University's programs.
- Plan and participate in student recruitment events such as open days, school visits, and career fairs.

iii. Data Management and Reporting

- Maintain accurate records of all admissions activities and prepare periodic reports on student enrollment statistics and trends.
- Use data analysis to inform strategic decisions and improve the admissions process.
- Ensure that all data is managed in compliance with University policies and relevant legislation.

iv. Stakeholder Engagement

- Serve as the primary liaison between the University and prospective students, parents, and schools.
- Provide professional advice to applicants on admission requirements, eligibility criteria, and the application process.
- Collaborate with the Registrar and other administrative units to enhance the efficiency of the admissions process.

v. Team Leadership and Development:

- Supervise and mentor admissions staff, providing guidance and support to ensure efficient service delivery.
- Oversee the training and development of the admissions team.
- Foster a positive and productive work environment.

c. Qualifications, Skills, Experience, and Attributes

- A minimum of a Master's degree in Education, Public Administration, Business Administration, Management, or a related field.
- At least 3 years of experience in a similar role preferably in a reputable institution of higher learning.
- Proven leadership skills with the ability to manage a team effectively.
- Excellent communication, interpersonal, and organizational skills.
- Strong analytical and problem-solving abilities.
- Proficiency in the use of admissions management software and database systems.
- A deep understanding of higher education policies, regulations, and standards, particularly in student admissions.
- High levels of integrity and professionalism.
- Strong interpersonal skills, with the ability to provide excellent customer service.
- A proactive approach to problem-solving and decision-making.
- Ability to work under pressure and meet strict deadlines.

2. Executive Officer (Admissions and Examinations)

a. Role Summary

The successful candidate will be responsible for assisting in the day-to-day administration of the admissions and examinations processes, ensuring that all operations are conducted efficiently, accurately, and in line with the University's policies and procedures.

b. Key Duties and Responsibilities

i. Admissions Support:

- Assist in processing applications for undergraduate and postgraduate admissions, ensuring timely responses and adherence to University admission criteria.
- Maintain accurate and up-to-date records of applications, admission offers, and acceptances.
- Respond to inquiries from prospective students, parents, and schools regarding admission requirements and procedures.
- Assist in the coordination of student recruitment activities, including open days, career fairs, and school visits.

ii. Examinations Administration:

- Assist in the organization and administration of examinations, including preparing examination timetables and coordinating venues and invigilators.
- Ensure secure handling and storage of examination papers.
- Assist with the collection and processing of examination results, maintaining confidentiality and accuracy at all times.
- Prepare and issue examination certificates and transcripts to graduates.
- Respond to inquiries from students and staff about examination processes and results.

iii. Data Management and Reporting:

- Maintain accurate databases for admissions and examinations, ensuring that all data is managed in compliance with University policies.
- Prepare regular reports on admissions and examination trends for the Registrar's office.
- Assist with updating student records in the University's system following examinations and admissions processes.

iv. Coordination and Communication:

- Coordinate with academic departments to ensure alignment on admissions requirements and examination procedures.
- Liaise with external bodies and accrediting agencies as required to ensure compliance with standards in admissions and examinations.

- Provide support to Management in the development and review of policies related to admissions and examinations.

v. Customer Service:

- Provide high-quality service to students, faculty, and external stakeholders regarding admissions and examination-related matters.
- Address and resolve queries and complaints professionally and promptly.

c. Qualifications, Skills, Experience and Attributes

- A Bachelor's degree in Education, Public Administration, Management, Computer Science or a related field.
- A minimum of 3 years of experience, particularly in admissions, examinations, or academic services.
- Knowledge of higher education regulations and standards in admissions and examinations.
- Proficiency in using Management Information Systems and software for admissions and examinations.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to manage multiple tasks and meet deadlines.
- High level of confidentiality and integrity.

3. Executive Officer (Students Welfare)

a. Role Summary

The successful candidate will be responsible for providing administrative support in student welfare services, ensuring that student's needs are met efficiently and effectively. The role focuses on student support, engagement, and ensuring a positive student experience throughout their time at the University.

b. Key Duties and Responsibilities

i. Student Welfare Administration:

- Assist in implementing and monitoring programs aimed at enhancing student welfare, including accommodation, health services, and financial aid.
- Handle student welfare inquiries and complaints, ensuring timely and appropriate resolutions.
- Work closely with student support units such as counseling services, health services, and residence halls to ensure students receive the necessary support.

ii. Accommodation and Residence Management:

- Support the allocation of student accommodation and maintain accurate records of residence assignments.
- Address issues related to student housing and coordinate with relevant departments for maintenance and security needs in student residences.
- Ensure the smooth administration of student movement in and out of University accommodations.

iii. Student Discipline and Conduct:

- Assist in enforcing the University's student code of conduct, helping to manage disciplinary cases following established policies.
- Maintain records of disciplinary cases and follow up on resolutions.
- Provide advice and guidance to students regarding the University's rules and regulations.

iv. Sport and Recreation Management:

- Plan, organize, and supervise a range of sports and recreational activities for students and staff.
- Develop and implement a comprehensive sports and wellness strategy that encourages participation in sports at all levels.
- Oversee the maintenance, scheduling, and operation of sports facilities, fields, and equipment.
- Monitor and evaluate sports programs to ensure they meet the needs and interests of participants.
- Work with coaches, trainers, and sports team managers to ensure proper training schedules, recruitment of team members, and overall team management.
- Serve as the liaison between the sports teams and Management.
- Coordinate travel arrangements for teams participating in external competitions.
- Prepare and manage budgets for sports and recreation activities, including funding for sports events, equipment, and maintenance.

v. Coordination and Stakeholder Engagement:

- Coordinate with academic departments, student associations, and other administrative units to address student welfare needs holistically.
- Serve as the first point of contact for external partners, parents, and guardians regarding student welfare matters.
- Assist in developing and implementing policies aimed at improving the student welfare experience.

c. Qualifications, Skills, Experience and Attributes

- A Bachelor's degree in Education, Administration, Social Work, Sports Management or a related field.
- At least 3 years of experience in a university or educational setting, particularly in student services, welfare, or administration.
- Knowledge of student support services and student life management.
- Excellent communication and interpersonal skills.
- Strong problem-solving skills and the ability to manage complex student issues.
- Ability to handle confidential matters with discretion and professionalism.
- Good organizational skills and attention to detail.
- A student-centered approach with a passion for enhancing student experiences

Terms and Conditions of Engagement

All the successful candidates will be engaged on an initial 2-year contract before they can be considered for permanent appointment based on satisfactory performance. Remuneration will be in line with LUANAR Staff Regulations and Conditions of Service (2023) applicable to staff on fixed-term contract.

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

All applications should reach the UNIVERSITY no later than Friday, **8th November, 2024**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal opportunity employer hence females are encouraged to apply.