



# 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-Monitoring, Evaluation, Accountability, and Learning (MEAL)

#### a. Role Summary

The successful candidate will lead the development, implementation, and management of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across the University's programs and operations. The role focuses on enhancing decision-making through data-driven insights, fostering accountability, and ensuring continuous learning to improve the University's academic and administrative processes.

#### b. Key Duties and Responsibilities

##### i. MEAL Framework Development:

- Design and implement a comprehensive MEAL framework to monitor and evaluate academic programs, administrative functions, and strategic initiatives.
- Develop and track indicators for measuring outcomes, impacts, and overall performance across various university departments.
- Integrate accountability and learning components into the MEAL framework to ensure the University's programs are aligned with its mission and goals.

##### ii. Monitoring and Evaluation:

- Coordinate regular monitoring activities to track the progress of the University's strategic plan, academic programs, and operational efficiency.
- Conduct internal evaluations to assess the relevance, effectiveness, and sustainability of university programs.
- Analyze both quantitative and qualitative data to produce actionable insights that inform decision-making.

### iii. Accountability Systems:

- Establish mechanisms for stakeholder feedback, including students, staff, and external partners, ensuring transparency and responsiveness in university operations.
- Ensure compliance with internal policies, external regulatory standards, and accreditation requirements.
- Oversee reporting systems to keep the University accountable to its governing bodies, funders, and other key stakeholders.

### iv. Learning and Knowledge Management:

- Promote a culture of continuous learning by documenting lessons learned, success stories, and areas for improvement.
- Facilitate workshops, seminars, and training sessions to build staff capacity in MEAL processes and improve institutional learning.
- Support departments in utilizing evaluation data to inform planning, program adjustments, and strategic decisions.

### v. Reporting and Documentation:

- Prepare regular MEAL reports, synthesizing key findings and recommendations to be presented to the University's leadership, council, and stakeholders.
- Maintain comprehensive documentation of all MEAL activities, ensuring that records are accurate, up to date, and accessible.
- Share results from evaluations and assessments with relevant internal and external audiences, ensuring transparency and fostering improvements.

### vi. Stakeholder Engagement and Collaboration:

- Engage with internal and external stakeholders, including academic and administrative departments, donors, students, and external partners, to ensure that MEAL processes are inclusive and effective.
- Collaborate with academic departments to ensure their programs and activities align with the overall institutional goals and MEAL outcomes.
- Liaise with external auditors and accrediting bodies to ensure that MEAL processes support compliance and quality assurance.

### vii. Quality Assurance and Compliance:

- Ensure that MEAL processes adhere to the University's standards, as well as national and international higher education regulations.
- Regularly review and update the MEAL systems to incorporate best practices in monitoring, evaluation, accountability, and learning.

## c. Qualifications, Skills, Experience, and Attributes

- A Master's degree in Monitoring and Evaluation, Project Management, Agricultural and Applied Economics, Statistics, Social Sciences, Public Administration or a related field.
- At least 5 years of experience in monitoring and evaluation, accountability, or learning, preferably in the higher education or public sector.
- Proven experience in designing and implementing MEAL systems.
- Strong proficiency in modern data analysis tools and report writing.
- A thorough understanding of higher education policies, strategic planning, and institutional development.
- Excellent analytical and problem-solving skills.
- Strong leadership, communication, and interpersonal abilities.
- High attention to detail and ability to manage multiple projects simultaneously.
- Strong organizational skills and capacity to meet deadlines.
- Demonstrated ability to foster a culture of accountability and continuous learning.
- Ability to work collaboratively with diverse teams and stakeholders.

## 2. Monitoring, Evaluation, Accountability, and Learning (MEAL) Officer

### a. Role Summary

The successful candidate will support the design and implementation of Monitoring, Evaluation, Accountability, and Learning (MEAL) systems across the University's programs and departments. The role is focused on data collection, analysis, reporting, and ensuring that accountability and learning mechanisms are effectively integrated into the University's processes to foster continuous improvement.

### b. Key Duties and Responsibilities

#### i. Monitoring and Evaluation:

- Assist in developing and implementing monitoring tools and systems to track the performance of academic programs, administrative functions, and strategic initiatives.
- Conduct regular data collection and field visits to monitor the implementation of University programs and identify areas for improvement.
- Analyze both qualitative and quantitative data to assess the progress and effectiveness of ongoing activities and projects.

#### ii. Accountability:

- Establish feedback mechanisms to ensure that students, staff, and other stakeholders have avenues to provide input and report concerns.
- Assist in ensuring compliance with internal policies, external regulations, and accreditation standards.

- Manage documentation of key activities and actions taken to maintain transparency and accountability in University operations.

### **iii. Learning and Knowledge Management:**

- Support the identification of lessons learned and best practices from program evaluations and institutional reviews.
- Assist in organizing workshops, seminars, and learning sessions to promote knowledge sharing and improve institutional learning.
- Ensure that relevant data and findings are shared with departments and stakeholders to inform decision-making and policy development.

### **iv. Reporting and Documentation:**

- Compile and prepare MEAL reports for internal and external stakeholders, summarizing key findings and recommendations.
- Maintain accurate and up-to-date records of all MEAL activities, including monitoring data, feedback logs, and learning documents.
- Assist in developing and presenting reports to the University's management, council, and external partners as needed.

### **v. Data Management:**

- Ensure that all data collected is accurate, well-documented, and stored securely.
- Use data analysis tools (e.g., SPSS, Excel, or other statistical software) to generate insights from collected data and inform program improvement.
- Assist in designing and maintaining databases for easy access to information related to MEAL activities.

### **vi. Collaboration and Stakeholder Engagement:**

- Work closely with academic and administrative departments to support the integration of MEAL practices across the University.
- Collaborate with external partners, donors, and accrediting bodies to meet reporting requirements and maintain strong relationships.
- Assist in engaging with student associations, faculty, and external stakeholders to ensure that their inputs are considered in program evaluations and improvements.

### **c. Qualifications, Skills, Experience and Attributes**

- A Bachelor's degree in Monitoring and Evaluation, Economics, Agricultural and Applied Economics, Statistics, Social Sciences or a related field.
- At least 5 years of experience in monitoring and evaluation, accountability, or learning, preferably in the higher education or public sector.

- Proven experience in designing and implementing MEAL systems.
- Strong proficiency in modern data analysis tools and report writing.
- A thorough understanding of higher education policies, strategic planning, and institutional development.
- Excellent analytical and problem-solving skills.
- Strong leadership, communication, and interpersonal abilities.
- High attention to detail and ability to manage multiple projects simultaneously.
- Strong organizational skills and capacity to meet deadlines.
- Demonstrated ability to foster a culture of accountability and continuous learning.
- Ability to work collaboratively with diverse teams and stakeholders.

### **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, **8<sup>th</sup> November, 2024**. Only shortlisted candidates will be acknowledged.

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