



LUANAR

Lilongwe University of Agriculture
and Natural Resources

Excel@LUANAR

NON-ACADEMIC STAFF VACANCIES

The Lilongwe University of Agriculture and Natural Resources (LUANAR) is inviting applications from suitably qualified candidates to be considered for the following positions non-academic positions tenable at its Bunda College and NRC campuses.

1. Nurse Midwife Technician (Tenable at Bunda College)

Qualifications, Experience and Skills

- Applicants must be holders of a Diploma in Nursing and Midwifery from a recognized institution and must be registered with the Nurses and Midwives Council of Malawi;
- Must have a minimum of 3 years of experience as a general nurse at a reputable hospital;
- Ability to work well with minimum supervision under pressure and multitask;
- Excellent communication, interpersonal, teamwork, and organizational skills;
- Commitment to providing high-quality patient care; and
- Computer literacy.

Main Duties and Responsibilities:

- Monitoring patients' health and administering medications as ordered by a clinician;
- Providing post-operative care for patients who have undergone surgery;
- Providing information about treatment options and follow-up care to patients and their families;
- Making sure that all equipment used in the operating room is ready for use during surgery or other medical procedures;
- Performing basic nursing tasks such as administering injections or changing bandages;
- Observing patients in order to monitor their health conditions and identify any signs of illness or distress;
- Assisting physicians during examinations and surgical procedures;
- Maintain a clean and safe environment for patients, families, and staff;

- Attending continuing education courses to keep abreast of the latest evidence-based practices;
- Supervising and delegating tasks to hospital attendants;
- Providing counseling for family planning to clients;
- Initiating and following up with ART patients according to national guidelines.
- Screening for ART medication side effects using the standard clinical monitoring checklist;
- Adhering to continuous professional development; and
- Any other duties as assigned by relevant Authorities.

2. Pharmacy Technician (Tenable at Bunda College)

Qualifications, Experience and Skills

- a. Applicants must be holders of at least a Diploma in Pharmacy Technician from a recognized institution and must be registered and in good standing with the Pharmacy and Medicines Regulatory Authority.
- b. Must have a minimum of 3 years of experience as a Pharmacy Technician at a reputable hospital.
- c. Ability to work well with minimum supervision, especially under pressure, and the capacity to multitask are essential.
- d. Excellent communication, interpersonal, teamwork, and organizational skills.
- e. Commitment to providing high-quality patient care.
- f. Computer literacy.

Main Duties and Responsibilities:

- Maintaining pharmacy inventory by checking pharmaceutical stock to determine inventory level; anticipating needed medications and supplies; placing and expediting orders; verifying receipt; removing outdated drugs;
- Maintaining a safe and clean pharmacy by complying with procedures, rules, and regulations;
- Organizing medications to dispense by reading medication orders and prescriptions, preparing labels, calculating quantities; assembling intravenous solutions and other pharmaceutical therapies;
- Maintaining records by recording and filing physician orders and prescriptions;
- Preparing monthly reports;
- Supplying medicines, reagents, and other supplies to the departments and sections from the main drugstore;
- Ordering and maintaining stock and resources for the pharmacy; and
- Any other duties as assigned from relevant Authorities.

3. Technician in Biostatistics (Tenable at Bunda College)

Qualifications, Experience and Skills

- a. Minimum of a Bachelor's degree in Biostatistics or a related field from a recognized University
- b. Master's degree in the relevant field will be an added advantage.
- c. Minimum of 3 years of experience working in a Biostatistics laboratory setting.
- d. Ability to work independently and collaboratively in a team environment.
- e. Excellent organizational skills and attention to detail.
- f. Strong written and oral communication skills.
- g. Proficient in various data analysis software.
- h. Willingness to work extended hours.
- i. Motivated and inspired to work with students.

Main Duties and Responsibilities:

- Liaise with academic staff to discuss timetables, laboratory resources and equipment requirements and work plans.
- Plan logistical arrangements for tutorials, field trips and demonstrations.
- Run trials of experiments prior to classes and then demonstrate techniques for experiments to students and researchers.
- Maintain laboratory equipment and supplies, including ensuring that equipment is properly cleaned, repaired, calibrated, and maintained to ensure accurate results.
- Participate in budgeting and ordering of laboratory resources and manage the stock control of laboratory resources and equipment.
- Facilitate and coordinate with procurement personnel on procurement of laboratory resources.
- Maintain accurate records of laboratory procedures, results, and other relevant data including keeping records for students' practical session attendance, and tracking methods.
- Support the work of lecturers in classes and laboratory sessions and provide technical advice to staff and students.
- Contribute to high-level research in the University by collaborating with research teams to support the design and execution of experiments related to Biostatistics.
- Conduct short courses and plan activities for fares and open days.
- Perform any other duties as assigned from time by relevant University authorities.

4. Executive Officer-Academic and Admissions (Tenable at NRC)

Qualifications, Experience and Skills

- a. Minimum of a Bachelor's degree in Business Administration, Public Administration or a related field from a recognized University
- b. Minimum of 3 years' relevant experience in an institution of higher learning.
- c. Ability to work independently and collaboratively in a team environment.
- d. Excellent organizational skills and attention to detail.
- e. Strong written and oral communication skills.
- f. Willingness to work extended hours.

Main Duties and Responsibilities:

- Assisting the Assistant Registrar (Academic) with student registration.
- Maintaining electronic students' records and files while backing up copies on students file.
- Preparing student list and distributing them to relevant departments per semester.
- Maintaining complete inventory of each student regarding required number of courses.
- Assisting the Assistant Registrar (Academic) in interpreting academic related policies to Faculty members and students.
- Assisting in preparing class and examinations timetables and graduation lists.
- Assisting in preparation and distribution of official transcripts.
- Preparing examination rooms and stationery for examinations.
- Arranging for external examiners accommodation and transport.
- Assisting the Higher Education Students Loans and Grants Board with application and disbursement of student loans.

5. Technician in Textile and Fashion Design (Tenable at NRC)

Qualifications, Experience and Skills

- a. Minimum of a Bachelor's degree in Textile and Fashion Design or a related field from a recognized University
- b. Master's degree in the relevant field will be an added advantage.
- c. Minimum of 3 years' practical experience.
- d. Ability to work independently and collaboratively in a team environment.
- e. Excellent organizational skills and attention to detail.
- f. Strong written and oral communication skills.
- g. Willingness to work extended hours.
- h. Motivated and inspired to work with students.

Main Duties and Responsibilities:

- Liaise with academic staff to discuss timetables, laboratory resources and equipment requirements and work plans.
- Plan logistical arrangements for tutorials, field trips and demonstrations.
- Maintain laboratory equipment and supplies, including ensuring that equipment is properly cleaned, repaired, calibrated, and maintained to ensure accurate results.
- Participate in budgeting and ordering of laboratory resources and manage the stock control of laboratory resources and equipment.
- Support the work of lecturers in classes and laboratory sessions and provide technical advice to staff and students.
- Conduct short courses and plan activities for fares and open days.
- Perform any other duties as assigned from time by relevant University authorities.

Conditions of Engagement:

The successful candidates shall be engaged on an initial 2-year fixed contract before they can be considered for permanent appointment subject to satisfactory performance.

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 a current employer where applicable plus **certified** copies of 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 not later than **Friday, 12th January, 2024**. Only shortlisted candidates will be acknowledged.

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