

FROM : THE SECRETARY FOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT, P.O. BOX 30227, LILONGWE 3.

TO : THE COMPTROLLER OF STATUTORY CORPORATIONS, P. O. BOX 30061, LILONGWE 3.

CC : The Secretary to the President and Cabinet, Office of the President and Cabinet, P/Bag 301, Lilongwe 3.

: The Secretary to the Treasury, P.O. Box 30049, Lilongwe 3.

: The Auditor General, P.O. Box 30045, Lilongwe 3.

AUTHORISED ESTABLISHMENT WARRANT
NO.2 OF 2023/2024

Take note that the particulars of the Personal Emoluments as shown in the Schedule of Established Offices issued under Treasury Circular Minute No.1 of 2023/2024 are varied as specified in the Schedule.

This warrant conveys neither authority for over expenditure nor authority to fill on the Vote, Programme or Parastatal concerned.

Nº of Posts	Department/Designation	Grade
OFFICE OF THE VICE CHANCELLOR		
1	Vice Chancellor	KU1
1	Senior Administrative Assistant	KU8
1	Office Assistant	KU12
3		
OFFICE OF THE DEPUTY VICE CHANCELLOR		
1	Deputy Vice Chancellor	KU2
1	Administrative Assistant	KU9
1	Office Assistant	KU12
3		
EXAMINATIONS DIVISION		
1	Examinations Manager	KU5
1	Examinations Officer	KU8

**SCHOOL OF LIFE SCIENCES AND ALLIED HEALTH
PROFESSIONS**

1	Executive Dean	KU3
1	Academic Programmes Administrator	KU8
3	Administrative Assistant	KU9
3	Office Assistant	KU12

8

Foundation Sciences Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
3	Laboratory Technician	KU9
1	Laboratory Attendant	KU12

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Rehabilitation Sciences Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
3	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12

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Medical Laboratory Sciences Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
7	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12

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Pharmacy Department

1	Head of Department	KU4
4	Professor	KU3

4	Associate Professor	KU4
10	Senior Lecturer	KU5
10	Lecturer	KU6
29		

Biomedical Sciences Department

1	Head of Department	KU4
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Microbiology Section

1	Professor	KU3
1	Associate Professor	KU4
2	Senior Lecturer	KU5
2	Lecturer	KU6
2	Laboratory Technician	KU9
1	Laboratory Attendant	KU12
9		

Physiology Section

1	Professor	KU3
1	Associate Professor	KU4
2	Senior Lecturer	KU5
2	Lecturer	KU6
1	Laboratory Technician	KU9
1	Laboratory Attendant	KU12
8		

Anatomy Section

1	Professor	KU3
1	Associate Professor	KU4
2	Senior Lecturer	KU5
2	Lecturer	KU6
3	Laboratory Technician	KU9
5	Mortician	KU9
14		

SCHOOL OF MEDICINE AND ORAL HEALTH

1	Executive Dean	KU3
1	Academic Programmes Administrator	KU8
4	Administrative Assistant	KU9
4	Office Assistant	KU12

10

Internal Medicine Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
1	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12

23

Obstetrics and Gynaecology Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
1	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12

23

Surgery Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
1	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12

23

Paediatrics and Child Health Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6

1	Laboratory Technologist	KU8
1	Laboratory Attendant	KU12
23		

Anaesthesia and Intensive Care Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
11		

Oral Health Sciences Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
1	Laboratory Technologist	KU8
3	Laboratory Attendant	KU12
15		

Family Medicine Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
1	Laboratory Technologist	KU8
3	Laboratory Attendant	KU12
15		

Psychiatry and Mental Health Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
11		

Pathology Department

1	Head of Department	KU4
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2	Professor	KU3
2	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
2	Laboratory Technician	KU8
1	Laboratory Attendant	KU12
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16		
<hr/>		

SCHOOL OF NURSING

1	Executive Dean	KU3
1	Academic Programmes Administrator	KU8
3	Administrative Assistant	KU9
3	Office Assistant	KU12
<hr/>		
8		
<hr/>		

Child Nursing Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
<hr/>		
21		
<hr/>		

Community Health Nursing Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
<hr/>		
21		
<hr/>		

Adult Health Nursing Department

1	Head of Department	KU4
3	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
<hr/>		
22		
<hr/>		

Nursing Education Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4

4	Senior Lecturer	KU5
4	Lecturer	KU6
11		

Mental Health Nursing Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
11		

MATERNAL, NEONATAL AND REPRODUCTIVE HEALTH

1	Executive Dean	KU3
1	Academic Programmes Administrator	KU8
2	Administrative Assistant	KU9
2	Office Assistant	KU12
6		

Midwifery Department

1	Head of Department	KU4
3	Professor	KU3
2	Associate Professor	KU4
10	Senior Lecturer	KU5
10	Lecturer	KU6
26		

Reproductive Health Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
8	Senior Lecturer	KU5
8	Lecturer	KU6
21		

Neonatal Health Department

1	Head of Department	KU4
1	Professor	KU3
1	Associate Professor	KU4
4	Senior Lecturer	KU5
4	Lecturer	KU6
11		

SCHOOL OF GLOBAL AND PUBLIC HEALTH

1	Executive Dean	KU3
1	Academic Programmes Administrator	KU8
2	Administrative Assistant	KU9
2	Office Assistant	KU12

6

Epidemiology and Biostatistics Department

1	Head of Department	KU4
3	Professor	KU3
2	Associate Professor	KU4
10	Senior Lecturer	KU5
10	Lecturer	KU6

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Health Systems Management Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
5	Senior Lecturer	KU5
5	Lecturer	KU6

15

Community and Environmental Health Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
5	Senior Lecturer	KU5
5	Lecturer	KU6

15

Nutrition and Dietetics Department

1	Head of Department	KU4
2	Professor	KU3
2	Associate Professor	KU4
5	Senior Lecturer	KU5
5	Lecturer	KU6

15

Bioethics, Behavioural and Health Social Sciences Department

1	Head of Department	KU4
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2	Professor	KU3
2	Associate Professor	KU4
5	Senior Lecturer	KU5
5	Lecturer	KU6
15		

TEACHING AND LEARNING DEVELOPMENT CENTRE

1	Director of Teaching and Learning Development	KU3
1	Administrative Assistant	KU9
1	Office Assistant	KU12
3		

Teaching and Learning Skills Development Department

1	Head of Department	KU4
1		

Faculty Pedagogical Skills Development Division

1	Senior Lecturer	KU5
2	Lecturer	KU6
3		

Clinical Skills Division

1	Senior Lecturer	KU5
3	Lecture	KU6
7	Clinical Skills Lab Supervisor	KU9
12	Preceptor	KU8
23		

Student Writing Skills Development Division

2	Senior Lecturer	KU5
2		

Teaching and Learning Technologies Development Division

2	Teaching and Learning Technologist	KU6
2		

Student Academic Support Division

2	Learning Strategist	KU6
2		

Curriculum Development and Teaching Evaluation Division

1	Curriculum Development and Teaching Evaluation Manager	KU5
1	Curriculum Development Specialist	KU6
1	Teaching Evaluation Officer	KU8

3

Open Distance and E-Learning Department

1	Head of ODeL	KU4
1	E-Learning Specialist	KU6
2	ODeL Student Support Services Officer	KU8

4

CENTRE FOR POSTGRADUATE STUDIES AND RESEARCH

1	Director of Postgraduate Studies and Research	KU3
1	Administrative Assistant	KU9
1	Office Assistant	KU12

3

Postgraduate Studies Department

1	Head of Postgraduate Studies	KU4
1	Postgraduate Programmes Manager	KU5
1	Postgraduate Programmes Administrator	KU8
1	Postgraduate Data Officer	KU8

4

Research Ethics and Governance Department

1	Head of Research Ethics and Governance	KU4
2	Senior Research Ethics and Governance Officer	KU7
1	Administrator	KU8
1	Assistant Administrative Officer	KU9

5

Consultancy and Community Engagement Division

1	Consultancy and Community Engagement Manager	KU5
1	Consultancy and Community Engagement Officer	KU8

2

	Research and Innovations Department	
<u>1</u>	Head of Research and Innovations	KU4
1		
	<i>Research & Grants Management Division (Blantyre Campus)</i>	
1	Research and Grants Manager	KU5
1	Research and Grants Management Officer	KU8
1	Senior Research Data Management Officer	KU7
1	Senior Research Training Officer	KU7
<u>4</u>		
	<i>Research and Grants Management Section (Lilongwe Campus)</i>	
1	Senior Research and Grants Management Officer	KU7
1	Research Data Management Officer	KU8
1	Research Training Officer	KU8
<u>3</u>		
	<i>Innovation and Technology Transfer Section</i>	
1	Innovation and Technology Transfer Specialist	KU6
1	Senior Innovation and Technology Transfer Officer	KU7
1	Innovation and Technology Transfer Officer	KU8
<u>3</u>		
	<i>Grants Finance Unit</i>	
1	Grants Finance Officer	KU8
<u>1</u>		
	<i>Research Marketing and Communication Unit</i>	
1	Assistant Marketing and Communications Officer	KU9
<u>1</u>		
	<i>Research Projects Procurement and Asset Disposal Unit</i>	
1	Assistant Procurement and Asset Disposal Officer	KU9
<u>1</u>		
	<i>Human Resource Unit</i>	
1	Assistant Human Resource Officer	KU9
<u>1</u>		

	UNIVERSITY LIBRARY	
1	University Librarian	KU3
1	Administrative Assistant	KU9
1	Office Assistant	KU12
<hr/> 3 <hr/>		

	Lilongwe Campus Library	
1	Campus Librarian	KU4
<hr/> 1 <hr/>		

	<i>Technical Services Section</i>	
1	Senior Technical Services Librarian	KU5
1	Technical Services Librarian	KU6
1	Library Assistant	KU11
<hr/> 3 <hr/>		

	<i>Library Systems Section</i>	
1	Senior Systems Librarian	KU5
1	Systems Librarian	KU6
1	Library Assistant	KU11
<hr/> 3 <hr/>		

	<i>Scholarly Communications Section</i>	
1	Senior Scholarly Communications Librarian	KU5
1	Scholarly Communications Librarian	KU6
1	Library Assistant	KU11
<hr/> 3 <hr/>		

	<i>Client Services Section</i>	
1	Senior Client Services Librarian	KU5
1	Client Services Librarian	KU6
1	Senior Library Assistant	KU10
2	Library Assistant	KU11
4	Library Commissionaire	KU12
<hr/> 9 <hr/>		

	Blantyre Campus Library	
1	Campus Librarian	KU4
<hr/> 1 <hr/>		

<i>Technical Services Section</i>		
1	Senior Technical Services Librarian	KU5
1	Technical Services Librarian	KU6
1	Chief Library Assistant	KU9
1	Senior Library Assistant	KU10
1	Bindery Technician	KU9
2	Assistant Bindery Technician	KU10
2	Library Assistant	KU11
2	Bindery Attendant	KU11
<hr/> 11 <hr/>		

<i>Library Systems Section</i>		
1	Senior Systems Librarian	KU5
1	Systems Librarian	KU6
1	Chief Library Assistant	KU9
1	Senior Library Assistant	KU10
2	Library Assistant	KU11
<hr/> 6 <hr/>		

<i>Scholarly Communications Section</i>		
1	Senior Scholarly Communications Librarian	KU5
1	Scholarly Communications Librarian	KU6
1	Senior Library Assistant	KU10
2	Library Assistant	KU11
<hr/> 5 <hr/>		

<i>Client Services Section</i>		
1	Senior Client Services Librarian	KU5
1	Client Services Librarian	KU6
1	Chief Library Assistant	KU9
2	Senior Library Assistant	KU10
4	Library Assistant	KU11
8	Library Commissionaire	KU12
<hr/> 17 <hr/>		

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT		
1	Chief Information Technology Officer	KU4
<hr/> 1 <hr/>		

	Learning Technologies Division	
1	Learning Technologies Manager	KU5
1	Learning Technologies Officer	KU8
1	Audio-Visual Technician	KU9
3		

	ICT Infrastructure Division	
1	ICT Infrastructure Manager	KU5
1	Network and Hardware Officer	KU8
1	Security Analyst	KU8
1	Systems Administrator	KU8
1	Networks Administrator	KU8
1	Network Technician	KU9
1	Systems Technician	KU9
7		

	ICT Systems and Applications Division	
1	ICT Systems and Applications Manager	KU5
1	Systems Development and Support Officer	KU8
2		

	ICT Section (Lilongwe Campus)	
1	Senior ICT Officer	KU7
1	Systems Administrator	KU8
1	Networks Administrator	KU8
1	Systems Development and Support Officer	KU8
1	Network Technician	KU9
1	Systems Technician	KU9
1	Audio-Visual Technician	KU9
7		

	REGISTRY SERVICES DIRECTORATE	
1	Registrar	KU3
2	Administrative Assistant	KU9
2	Senior Front Desk Assistant	KU10
3	Office Assistant	KU12
8		

	Administration Department	
1	Deputy Registrar	KU4

1	Administrative Assistant	KU9
<hr/> 2 <hr/>		
<i>Administration Division (Blantyre Campus)</i>		
1	Assistant Registrar (Administration)	KU5
<hr/> 1 <hr/>		
<i>Office Services Section</i>		
1	Senior Administration Officer	KU7
<hr/> 1 <hr/>		
<i>Blantyre Main Campus</i>		
1	Administration Officer	KU8
1	Transport Supervisor	KU9
2	Senior Front Desk Assistant	KU10
10	Driver	KU11
3	Office Assistant	KU12
<hr/> 17 <hr/>		
<i>Kameza Campus</i>		
1	Assistant Administration Officer	KU9
4	Driver	KU11
1	Handyman	KU10
2	Senior Front Desk Assistant	KU10
2	Records and Archives Assistant	KU11
3	Office Assistant	KU12
<hr/> 13 <hr/>		
<i>Mangochi Campus</i>		
1	Administrative Assistant	KU9
1	Office Assistant	KU12
<hr/> 2 <hr/>		
<i>Records Unit</i>		
1	Records Officer	KU8
2	Records and Archives Assistant	KU11
<hr/> 3 <hr/>		
<i>Human Resource Unit</i>		
1	Senior Human Resource Officer	KU7
1	Human Resource Officer (Performance Management System)	KU8

1	Human Resource Assistant	KU11
<hr/> 3 <hr/>		
	<i>Estates Unit</i>	
1	Estates Officer	KU8
1	Works Supervisor	KU9
2	Handyman	KU10
<hr/> 4 <hr/>		
	<i>Security Unit</i>	
1	Senior Security Officer	KU7
1	Assistant Security Officer	KU9
<hr/> 2 <hr/>		
	<i>Clinic</i>	
1	Clinical Officer	KU8
1	Laboratory Technician	KU9
1	Nurse/Midwife Technician	KU9
1	Pharmacy Technician	KU9
1	Clinic Clerk	KU11
1	Clinic Attendant	KU12
<hr/> 6 <hr/>		
	<i>Administration Division (Blantyre Campus)</i>	
1	Assistant Registrar (Administration)	KU5
<hr/> 1 <hr/>		
	<i>Office Services Section</i>	
1	Senior Administration Officer	KU7
1	Administration Officer	KU8
1	Transport Supervisor	KU9
2	Senior Front Desk Assistant	KU10
7	Driver	KU11
3	Office Assistant	KU12
<hr/> 15 <hr/>		
	<i>Records Unit</i>	
1	Records Officer	KU8
2	Records and Archives Assistant	KU11
<hr/> 3 <hr/>		

Human Resource Unit		
1	Senior Human Resource Officer	KU7
1	Human Resource Officer (Performance Management System)	KU8
1	Human Resource Assistant	KU11
<hr/>		
3		

Estates Unit		
1	Estates Officer	KU8
1	Works Supervisor	KU9
2	Handyman	KU10
<hr/>		
4		

Security Unit		
1	Senior Security Officer	KU7
1	Assistant Security Officer	KU9
<hr/>		
2		

Clinic		
1	Clinical Officer	KU8
1	Laboratory Technician	KU9
1	Nurse/Midwife Technician	KU9
1	Pharmacy Technician	KU9
1	Clinic Clerk	KU11
1	Clinic Attendant	KU12
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6		

Legal Services Division		
1	Assistant Registrar (Legal)	KU5
1	Senior Legal Services Officer	KU7
<hr/>		
2		

Human Resource Division		
1	Assistant Registrar (Human Resource) (KU5)	KU5
1	Senior HR Officer (Planning and Development)	KU7
<hr/>		
2		

Academic Support Services		
3	Assistant Registrar (ASS)	KU5
3	Academic SS Officer	KU8
<hr/>		
6		

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Records Division		
1	Assistant Registrar (Records)	KU5
1	Senior Records and Archives Assistant	KU10
1	Records and Archives Assistant	KU11
<hr/>		
3		
<hr/>		
Estates Division		
1	Assistant Registrar (Estates)	KU5
<hr/>		
1		
<hr/>		
DIRECTORATE OF STUDENT AFFAIRS		
1	Director of Student Affairs	KU3
1	Administrative Assistant	KU9
<hr/>		
2		
<hr/>		
International and General Student Affairs Division		
1	Student Affairs Manager	KU5
<hr/>		
1		
<hr/>		
Student Affairs Section (Blantyre Campus)		
1	Senior Student Affairs Officer	KU7
1	Assistant Student Affairs Officer	KU9
1	Coach	KU9
1	Counsellor	KU9
1	Chaplain	KU9
1	Warden	KU9
<hr/>		
6		
<hr/>		
Student Affairs Section (Lilongwe Campus)		
1	Senior Student Affairs Officer	KU7
1	Assistant Student Affairs Officer	KU9
1	Coach	KU9
1	Counsellor	KU9
1	Chaplain	KU9
1	Warden	KU9
<hr/>		
6		
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FINANCE AND INVESTMENTS DIRECTORATE		
1	Director of Finance and Investments	KU3
1	Administrative Assistant	KU9

1	Office Assistant	KU12
<u>3</u>		

Financial Management Department

1	Deputy Director of Finance and Investments	KU4
<u>1</u>		

Finance Division (Blantyre Campus)

1	Finance Manager	KU5
1	Senior Finance Officer	KU7
1	Finance Officer	KU8
2	Assistant Finance Officer	KU9
<u>5</u>		

Finance Division (Lilongwe Campus)

1	Finance Manager	KU5
1	Senior Finance Officer	KU7
1	Finance Officer	KU8
2	Assistant Finance Officer	KU9
<u>5</u>		

Grants Finance Section

1	Senior Grant Finance Officer	KU7
1	Grant Finance Officer	KU8
<u>2</u>		

Investments Division

1	Investments Specialist	KU6
1	Investments Officer	KU8
<u>2</u>		

Resource Mobilization Department

1	Chief Resource Mobilization Officer	KU4
<u>1</u>		

Relationships Division

1	Relationships Manager	KU5
2	Relationships Specialist	KU6
<u>3</u>		

Business Development Division

1	Business Development Manager	KU5
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1	Business Development Specialist	KU6
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PROCUREMENT AND ASSET DISPOSAL DIVISION		
1	Procurement and Asset Disposal Manager	KU5
<hr/> 1 <hr/>		
<i>Procurement and Asset Disposal Unit (Blantyre Campus)</i>		
1	Procurement and Asset Disposal Officer	KU8
1	Assistant Procurement and Asset Disposal Officer	KU9
1	Procurement and Asset Disposal Assistant	KU11
<hr/> 3 <hr/>		
<i>Procurement and Asset Disposal Unit (Lilongwe Campus)</i>		
1	Procurement and Asset Disposal Officer	KU8
1	Assistant Procurement and Asset Disposal Officer	KU9
1	Procurement and Asset Disposal Assistant	KU11
<hr/> 3 <hr/>		
PLANNING, MONITORING AND EVALUATION DIVISION		
1	Planning, Monitoring and Evaluation Manager	KU5
<hr/> 1 <hr/>		
<i>Planning and Strategy Unit</i>		
1	Planning and Strategy Specialist	KU6
1	Planning Officer	KU8
<hr/> 2 <hr/>		
<i>Monitoring and Evaluation Unit</i>		
1	Senior Monitoring and Evaluation Officer	KU7
1	Monitoring and Evaluation Officer	KU8
<hr/> 2 <hr/>		
QUALITY ASSURANCE DEPARTMENT		
1	Chief Quality Assurance Officer	KU4
<hr/> 1 <hr/>		

	<i>Quality Assurance (Academic) Unit</i>	
1	Senior Quality Assurance Officer	KU7
1	Quality Assurance Officer	KU8
<hr/>		
2		
	<i>Quality Assurance (Operations) Unit</i>	
1	Senior Quality Assurance Officer	KU7
1	Quality Assurance Officer	KU8
<hr/>		
2		
	MARKETING AND COMMUNICATIONS DIVISION	
1	Marketing and Communications Manager	KU5
<hr/>		
1		
	<i>Marketing Unit</i>	
1	Marketing Officer	KU8
<hr/>		
1		
	<i>Communication Unit</i>	
1	Communications Officer (KU8)	KU8
1	Creative Designer	KU9
<hr/>		
2		
	INTERNAL AUDIT DEPARTMENT	
1	Chief Internal Auditor	KU4
1	Internal Auditor	KU8
1	Assistant Internal Auditor	KU9
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3		

TOTAL STAFF ESTABLISHMENT = 879

The Establishment Warrant has been issued in order to create Establishment for Kamuzu University of Health Sciences (KUHeS).


B.G. Chilabade

**SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**