



Government of Malawi

**KAMUZU UNIVERSITY OF HEALTH SCIENCES
(KUHeS)**

**JOB DESCRIPTIONS
AND
PERSON SPECIFICATIONS**

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

PART 1: INTRODUCTION

1.1. BACKGROUND

The document presents Job descriptions and Person specifications which the Department of Human Resource Management and Development developed as part of the Functional Review and Job Evaluation exercise which the Department carried out for Kamuzu University of Health Sciences (KUHeS). KUHeS is a new University created following the de-linking of the constituent colleges of the University of Malawi (UNIMA). It merged the former College of Medicine (CoM) and Kamuzu College of Nursing (KCN). The University was created through Act 20 of 2019 and a Taskforce was instituted to oversee and manage the preparatory activities towards the establishment of the University.

In the course of its work, the Taskforce approached the Department of Human Resource Management and Development (DHRMD) in the Office of the President and Cabinet (OPC) to carry out a Functional Review (FR) and Job Evaluation (JE). The objective of the Functional Review and Job Evaluation was to develop appropriate, fit for purpose and cost-effective functional organization set up, complemented with an optimal staffing complement and a rational unitary grading structure, that would ably assist the University to fulfil Government's desire of increasing access to higher education, improving quality of higher education and improving governance and operational efficiency and effectiveness.

One of the key deliverables of the assignment is a Job Descriptions (JDs) and Person Specifications Handbook detailing the specific roles and qualification requirements for all the posts in the University

1.2. NEED FOR JOB DESCRIPTIONS IN THE UNIVERSITY BACKGROUND

A job description is a formalized statement of duties, qualifications and responsibilities of a specific position. Its purpose is to define a job within certain established limits and identify its scope and content.

Accurate and consistent job descriptions are integral to many human resource activities in a university. Among its many uses, a job description:

- a) establishes a basis for an accurate job classification determination, ensuring the incumbent is paid appropriately for the work performed and the department's budgetary funds are spent effectively
- b) establishes a basis for a number of human resource management and development interventions including recruitment and placement; induction and orientation; performance management; and training and development.
- c) communicates the duties and responsibilities of a position to current and potential staff members which enables the incumbent to focus his/her time on the duties that will foster success in the position
- d) defines the function and role of a position within a group, department, division, and/or organization and assists to align individual roles with the goals of the department, division, or organization.
- e) serves as a management tool for assessing the organization of work responsibilities within a department, division, or organization of the University.

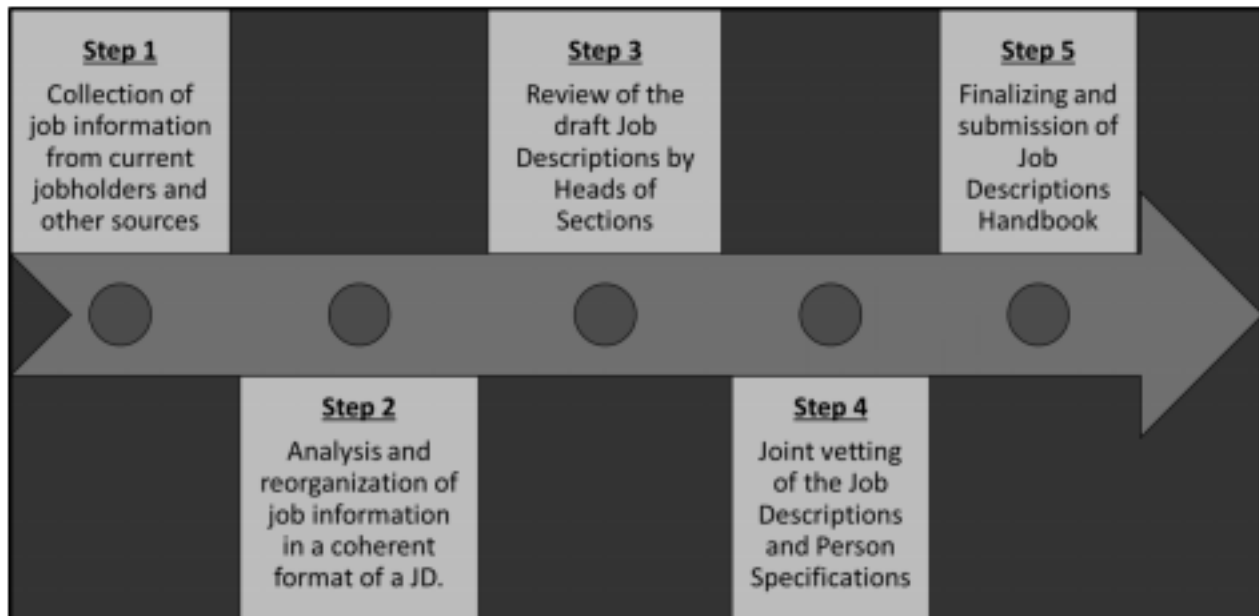
1.3. PROCESS OF DEVELOPING THE JOB DESCRIPTIONS

The JDs have been developed through a consultative process which involved the current jobholders in the University and other agencies with similar jobs as those recommended in University. The figure below summarises the process of developing the JDs.

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Job Descriptions and Person Specifications

Figure 1: Job Descriptions Development Process



1.4. MANAGEMENT OF JOB DESCRIPTIONS

The management of JDs is about how to ensure that they remain valid, up-to-date and in use. JDs that end up on personnel files of employee are a waste of time. It is the responsibility of managers/supervisors and employees to ensure that JDs are:

- ensure that they (managers/supervisors) are in custody of a copy of authorized JDs for all jobs in the Directorate/Division/Section
- ensure that the JDs are visibly in use in staff appraisals and other staff performance related decisions
- ensure that all employees under their charge are adequately aware of their Job Descriptions
- ensure that the JDs are regularly updated to accommodate changes in job roles and requirements
- ensure that all employees are notified whenever changes are effected on the Job description and Person Specifications for their jobs
- assist in identifying skills gaps and recommend capacity building interventions to enable employees competently fulfil their roles
- ensure that employees are recruited or deployed in accordance with authorized Person Specifications for the job

The Human Resource Management function of the University will on its part be responsible for providing

- backstopping services and ensuring custody of the JDs at institutional level,
- regularly remind Heads of Section to update their JDs where required and facilitate the process
- facilitating the production and distribution of authorized JDs to all concerned
- ensuring that Heads of Section have a copy of authorized JDs for all their jobs
- ensuring that JDs are visibly in use in staff appraisals/performance related decisions
- assisting Heads of Section in ensuring that employees are adequately aware of their JDs
- ensuring that employees are notified whenever changes are effected on their JDs
- facilitating capacity building exercises to address skills gaps and enable employees competently fulfil their roles

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Job Descriptions and Person Specifications

- i) ensuring that employees are recruited or deployed in accordance with authorized Person Specifications for the job

It should be reiterated that the JDs have been developed at a cost both in terms of time and money. Hence, the University should ensure that they are effectively utilized. However, these JDs are not final. The University should keep on reviewing them to ensure that they remain relevant, adequate and clear. And periodically, all the JDs in the University should be comprehensively reviewed. Every time a new job is created, a befitting JD should be developed before processes to fill the post commence; and all JDs for related jobs should be re-examined and amended accordingly to avoid overlaps and role confusion.

1.5. KEY FEATURES OF THE DEVELOPED JOB DESCRIPTION

It is important to note that JDs translate the mandate of the University into action to achieve the desired effect. In this connection the revised JDs have considered important features as follows:

- a) Result-oriented i.e. put emphasis on the expected outcome in each area of job responsibility.
- b) Directing the job holder towards the main responsibility of creating a conducive policy, legal and institutional arrangements.
- c) Main duties expressed in general terms but precise enough to guide the holders in daily work and leave enough space to job holder to vary the choice of activities to include in individual work plan.
- d) Helps the job holder and supervisor to identify skills development for effective performance of the job and personal development in terms of career progression.
- e) Have a direct relationship to the Mission statement, functions and roles of the University.

PART 2: JOB DESCRIPTIONS AND PERSON SPECIFICATIONS

Below are the Job Descriptions and Person Specifications for all posts in KUHeS:

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.1. OFFICE OF THE VICE CHANCELLOR

Vice Chancellor

Job Title	: Vice Chancellor
Grade	: KU1
Location	: KUHeS
Reporting to	: University Council
Responsible for	: Deputy Vice Chancellor Director of Student Affairs Director of Finance and Investments Registrar Procurement and Disposal Manager University Internal Auditor Chief Quality Assurance Officer Chief Resource Mobilization Officer Chief Quality Assurance Officer Marketing and Communications Manager Planning, Monitoring and Evaluation Manager

Purpose of the Job

To provide strategic leadership and guidance in the administration and management of the University to lead, motivate, and inspire academic, administrative, and non-academic staff as well as students and all other stakeholders to work towards becoming a world class university.

Key Roles and Responsibilities

1. Providing innovative leadership to the University geared at the furtherance of the objectives of the University
2. Developing, reviewing and monitoring implementation of the University policies, plans, programmes and strategies
3. Establishing a conducive environment for nurturing a culture of excellence and professional development in all staff
4. Setting and monitoring the implementation of institutional standards so that the quality of the graduates is consistent with both regional and international expectations
5. Mobilizing resources to facilitate operations of the University
6. Monitoring efficient, effective and economic utilization of resources
7. Fostering the development, review and implementation of innovative and creative curricula
8. Exploring and facilitating alternative teaching and learning avenues to widen access to quality higher education
9. Developing and maintaining partnership with government, the public and private sectors, development partners and international communities
10. Enforcing compliance to requirements and accreditation with various regulatory bodies
11. Representing the University on external bodies
12. Preparing reports

Minimum Education Qualifications and Experience

- PhD
- 10 years' experience at senior academic and management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.2. ACADEMIC SERVICES

Deputy Vice Chancellor

Job Title	: Deputy Vice Chancellor
Grade	: KU2
Location	: Office of the DVC
Responsible to	: Vice Chancellor
Responsible for	: Executive Deans Director of Postgraduate and Research Director of Teaching and Learning Development University Librarian

Purpose of the Job

To provide strategic leadership in the management and administration of academic services in the University.

Key Roles and Responsibilities

1. Developing and fostering implementation of academic programmes, plans, policies and strategies of the University;
2. Fostering the development and regular reviews of academic programmes;
3. Setting and monitoring the implementation of academic standards;
4. Communicating institutional strategy and priorities to internal and external stakeholders;
5. Ensuring that schools and departmental plans are aligned with the delivery of institutional goals;
6. Providing academic leadership that promotes a culture of excellence and enterprise;
7. Advancing academic recruitment, development and promotion processes that fosters academic excellence;
8. Mobilizing resources and properly managing their effective, efficient and economic utilization
9. Establishing and managing partnership with government, the public and private sectors, development partners and international community related to academic affairs.
10. Developing industrial linkages to ensure relevance of University programmes to the industry;
11. Representing the University on internal and external bodies on academic affairs;
12. Fostering intellectual interaction across the University and promoting a culture of academic excellence;
13. Chairing relevant committees of the University;
14. Appraising and mentoring staff

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification in a relevant field
- 10 years' experience at senior academic and management level.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Professor (Clinical)

Job Title	: Professor (Clinical)
Grade	: KU3
Location	: Academic department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To provide scholarly leadership and excellence in the development and implementation of the curriculum, academic programmes, research strategies and research activities in a specific academic discipline.

Key Roles and Responsibilities

1. Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes;
2. Leading in the development, use and adoption of various new technologies and concepts for socio economic development;
3. Providing tuition, assessment and supervision to students at various levels;
4. Encouraging the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department, School and University;
5. Initiating the development and managing implementation of research, consultancy and outreach activities and other resource mobilization strategies for the benefit of the department;
6. Sustaining superior academic profile of the University through networking and community engagement programmes;
7. Providing clinical service and supervision;
8. Contributing to the national and international think-tanks through publications, representation and production of reports;
9. Establishing and maintaining partnerships and links with institutions in the interest of the Department;
10. Promoting and marketing the work of the department in the subject area both nationally and internationally;
11. Mentoring and nurturing academics
12. Serving as a member of relevant University committees including Appointments, Appeals and Academic Board;
13. Promoting a collegiate approach and develop team spirit and coherence.

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification in a relevant field
- Required referred journal articles above Associate Professor
- 4 years' experience at Associate Professor level
- Registered with the relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Professor (Non-clinical)

Job Title	: Professor (Non-clinical)
Grade	: KU3
Location	: Academic department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To provide scholarly leadership and excellence in the development and implementation of the curriculum, academic programmes, research strategies and research activities in a specific academic discipline.

Key Roles and Responsibilities

1. Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes;
2. Leading in the development, use and adoption of various new technologies and concepts for socio economic development;
3. Providing tuition, assessment and supervision to students at various levels;
4. Encouraging the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department, School and University;
5. Initiating the development and managing implementation of research, consultancy and outreach activities and other resource mobilization strategies for the benefit of the department;
6. Sustaining superior academic profile of the University through networking and community engagement programmes;
7. Contributing to the national and international think-tanks through publications, representation and production of reports;
8. Establishing and maintaining partnerships and links with institutions in the interest of the Department;
9. Promoting and marketing the work of the department in the subject area both nationally and internationally;
10. Mentoring and nurturing academics
11. Serving as a member of relevant University committees including Appointments, Appeals and Academic Board;
12. Promoting a collegiate approach and develop team spirit and coherence.

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification in a relevant field
- Required referred journal articles above Associate Professor
- 4 years' experience at Associate Professor level
- Registered with the relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Executive Dean

Job Title	: Executive Dean
Grade	: KU3
Responsible to	: Deputy Vice Chancellor
Location	: School
Responsible for	: Heads of Academic Department and other staff under him/her

Purpose of the Job

To provide strategic, academic and administrative leadership of the School.

Key Roles and Responsibilities

1. Providing academic and administrative leadership and general superintendence of the school and its centres;
2. Setting the strategic direction of the School and ensuring that appropriate operational plans and strategies have been developed at all levels within the School to achieve the goals and specific objectives;
3. Ensuring that appropriate structures and mechanisms are in place for the governance of the School;
4. Monitoring recruitment, induction, assessment, training and development and succession planning of staff within the School to ensure that they are managed in accordance with relevant University policies;
5. Creating an enabling environment for the provision of quality teaching and learning in the School;
6. Ensuring that appropriately directed quality research is carried out within the School and that the School research contributes to the University's research goals;
7. Building a culture of collaborative research within the school, across KUHeS, and with external organizations and partners;
8. Overseeing the processes and management of standards for students' selection in the school;
9. Providing effective monitoring to ensure that finances and other resources in the School are managed responsibly and utilized prudently;
10. Establishing effective partnerships and collaborations with both internal and external stakeholders including government, the business community, relevant professions, employer groups, students and communities;
11. Developing initiatives to provide new sources of revenue and community engagement based on the School's expertise in teaching and learning and research;
12. Conducting research, consultancies and community outreach activities;
13. Preparing relevant reports for the School;
14. Acting as a key representative of the Vice Chancellor and of the University to the external community, in particular to the professions and disciplines represented within the School.

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification in a relevant field
- 8 years' experience at senior academic/management level.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Associate Professor (Non-clinical)

Job Title : Associate Professor (Non-clinical)

Grade : KU4

Location : Academic Department

Responsible to : Head of Academic Department

Responsible for : None

Purpose of the Job

To provide scholarly leadership and excellence in the development and implementation of the curriculum, academic programmes, research strategies and research activities in a specific academic discipline.

Key Roles and Responsibilities

1. Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes;
2. Leading in the development, use and adoption of various new technologies and concepts for socio economic development;
3. Providing clinical service and supervision
4. Encouraging the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department, School and University;
5. Initiating the development and managing implementation of research, consultancy and outreach activities and other resource mobilization strategies;
6. Sustaining superior academic profile of the University through networking and community engagement programmes;
7. Contributing to the national and international think-tanks through publications, representation and production of reports;
8. Promoting and marketing the work of the department in the subject area both nationally and internationally;
9. Mentoring and nurturing academics;
10. Promoting a collegiate approach and develop team spirit and team coherence;
11. Providing tuition, assessment and supervision to students at various levels.

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification or a relevant field
- Required referred journal articles above Senior Lecturer Level
- 3 years' experience at Senior Lecturer
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Associate Professor (Clinical)

Job Title	: Associate Professor (Clinical)
Grade	: KU4
Location	: Academic Department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To provide scholarly leadership and excellence in the development and implementation of the curriculum, academic programmes, research strategies and research activities in a specific academic discipline.

Key Roles and Responsibilities

1. Championing the development and review of innovative, fit for purpose and market driven curriculum and academic programmes;
2. Leading in the development, use and adoption of various new technologies and concepts for socio economic development;
3. Providing clinical service and supervision
4. Encouraging the development of innovative approaches to course design and delivery and ensure that teaching design and delivery comply with the quality and educational standards and regulations of the department, School and University;
5. Initiating the development and managing implementation of research, consultancy and outreach activities and other resource mobilization strategies;
6. Sustaining superior academic profile of the University through networking and community engagement programmes;
7. Contributing to the national and international think-tanks through publications, representation and production of reports;
8. Promoting and marketing the work of the department in the subject area both nationally and internationally;
9. Mentoring and nurturing academics;
10. Promoting a collegiate approach and develop team spirit and team coherence;
11. Providing tuition, assessment and supervision to students at various levels.

Minimum Education Qualifications and Experience

- PhD or equivalent Professional qualification or a relevant field
- Required referred journal articles above Senior Lecturer Level
- 3 years' experience at Senior Lecturer
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Department (Clinical)

Job Title	: Head of Department (Clinical)
Grade	: KU4
Location	: Academic Department
Responsible to	: Executive Dean
Responsible for	: Academic and Administrative Staff under him/her

Purpose of the Job

To provide strategic academic and administrative leadership of the Department and to engage with external organizations on behalf of the Department

Key Roles and Responsibilities

1. Leading in the development, implementation and monitoring of departmental plans, strategies and budgets in the context of University and School Strategic and Operational Plans
2. Leading in the development, implementation and review of academic programs and curricula
3. Providing clinical service and supervision
4. Conducting research, teaching, consultancies and community outreach activities
5. Monitoring, implementing and maintaining academic standards
6. Promoting excellence in teaching and learning, assessment and research.
7. Promoting intra and inter-departmental collaboration within the University
8. Representing the interests and needs of the department in the University through membership of the School Board(s) and other University groups and committees
9. Allocating roles to staff in an equitable manner to ensure effective and efficient performance of the teaching, research and service functions
10. Managing department's space and physical assets in all Campuses;
11. Establishing and maintaining partnership and links with government, the public and private sectors, development partners and other stakeholders.
12. Leading in development and implementation of resource mobilization plans and strategies
13. Supporting staff in research, consultancy and outreach programmes for the Department
14. Overseeing staff recruitment and promotion process
15. Monitoring efficient resource utilization in the Department
16. Preparing reports for the Department;
17. Overseeing orientation and mentorship of academic staff;
18. Initiating disciplinary process in accordance with relevant policies
19. Appraising academic and administrative staff in the department

Minimum Education Qualifications and Experience

- PhD or equivalent professional qualification in a relevant field
- Senior Lecturer with two years' experience at that level or Lecturer with 5 years' work experience at lecturer level
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Department (Non-clinical)

Job Title	: Head of Department (Non-clinical)
Grade	: KU4
Responsible to	: Executive Dean
Location	: Academic Department
Responsible for	: Academic and Administrative Staff under him/her

Purpose of the Job

To provide strategic academic and administrative leadership of the Department and to engage with external organizations on behalf of the Department

Key Roles and Responsibilities

1. Leading in the development, implementation and monitoring of departmental plans, strategies and budgets in the context of University and School Strategic and Operational Plans
2. Leading in the development, implementation and review of academic programs and curricula
3. Conducting research, teaching, consultancies and community outreach activities
4. Monitoring, implementing and maintaining academic standards
5. Promoting excellence in teaching and learning, assessment and research.
6. Promoting intra and inter-departmental collaboration within the University
7. Representing the interests and needs of the department in the University through membership of the School Board(s) and other University groups and committees
8. Allocating roles to staff in an equitable manner to ensure effective and efficient performance of the teaching, research and service functions
9. Managing department's space and physical assets in all Campuses;
10. Establishing and maintaining partnership and links with government, the public and private sectors, development partners and other stakeholders.
11. Leading in development and implementation of resource mobilization plans and strategies
12. Supporting staff in research, consultancy and outreach programmes for the Department
13. Overseeing staff recruitment and promotion process
14. Monitoring efficient resource utilization in the Department
15. Preparing reports for the Department;
16. Overseeing orientation and mentorship of academic staff;
17. Initiating disciplinary process in accordance with relevant policies
18. Appraising academic and administrative staff in the department

Minimum Education Qualifications and Experience

- PhD or equivalent professional qualification in a relevant field
- Senior Lecturer with two years' experience at that level or Lecturer with 5 years' work experience at lecturer level
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Lecturer (Clinical)

Job Title	: Senior Lecturer (Clinical)
Grade	: KU5
Location	: Academic Department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To provide academic services.

Key Roles and Responsibilities

1. Participating in developing and reviewing of curriculum;
2. Developing and reviewing teaching and learning materials;
3. Providing effective tuition, assessment and supervision to students at various levels;
4. Initiating and undertaking research projects, consultancies, and outreach activities;
5. Developing and promoting adoption and adaptation of various new technologies and concepts in teaching and learning;
6. Providing clinical service and supervision
7. Developing and implementing resource mobilization strategies;
8. Facilitating mentoring of Lecturers, Assistant Lecturers and students;
9. Publishing and disseminating research results;
10. Representing the departments in different fora;
11. Preparing and submitting reports;

Minimum Education Qualifications and Experience

- Master's degree in a relevant field
- 3 years' experience at Lecturer Level
- Required number of referred journal articles
- Registered with relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Lecturer (Non-clinical)

Job Title	: Senior Lecturer (Non-clinical)
Grade	: KU5
Location	: Academic Department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To provide academic services.

Key Roles and Responsibilities

1. Participating in developing and reviewing of curriculum;
2. Developing and reviewing teaching and learning materials;
3. Providing effective tuition, assessment and supervision to students at various levels;
4. Initiating and undertaking research projects, consultancies, and outreach activities;
5. Developing and promoting adoption and adaptation of various new technologies and concepts in teaching and learning;
6. Developing and implementing resource mobilization strategies;
7. Facilitating mentoring of Lecturers, Assistant Lecturers and students;
8. Publishing and disseminating research results;
9. Representing the departments in different fora;
10. Preparing and submitting reports;

Minimum Education Qualifications and Experience

- Master's degree in a relevant field
- 3 years' experience at Lecturer Level
- Required number of referred journal articles
- Registered with relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Lecturer (Non-clinical)

Job Title	: Lecturer (Non-clinical)
Grade	: KU6
Location	: Academic department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To deliver academic programmes.

Key Roles and Responsibilities

1. Participating in the development and review of curriculum;
2. Developing and reviewing teaching and learning materials;
3. Providing effective tuition, assessment and supervision to students at various levels;
4. Initiating and undertaking research projects, consultancies and outreach activities;
5. Developing, adopting and adapting various new technologies and concepts in teaching and learning;
6. Participating in developing and implementing resource mobilization strategies;
7. Supporting in mentoring assistant lectures;
8. Representing the Department in various fora;
9. Publishing and disseminating research results;
10. Preparing and submitting reports.

Minimum Education Qualifications and Experience

- Master's degree in a relevant field
- 3 years' relevant work experience
- Registered with relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Lecturer (Clinical)

Job Title	: Lecturer (Clinical)
Grade	: KU6
Location	: Academic department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To deliver academic programmes.

Key Roles and Responsibilities

1. Participating in the development and review of curriculum;
2. Developing and reviewing teaching and learning materials;
3. Providing effective tuition, assessment and supervision to students at various levels;
4. Initiating and undertaking research projects, consultancies and outreach activities;
5. Developing, adopting and adapting various new technologies and concepts in teaching and learning;
6. Providing clinical service and supervision
7. Participating in developing and implementing resource mobilization strategies;
8. Supporting in mentoring assistant lectures;
9. Representing the Department in various fora;
10. Publishing and disseminating research results;
11. Preparing and submitting reports.

Minimum Education Qualifications and Experience

- Master's degree in a relevant field
- 3 years' relevant work experience
- Registered with relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Lecturer (Clinical)

Job Title	: Assistant Lecturer (Clinical)
Grade	: KU7
Location	: Academic Department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To support delivery of academic programmes.

Key Roles and Responsibilities

1. Supporting teaching and learning.
2. Supervising students
3. Conducting research
4. Providing clinical service and supervision
5. Providing effective tutorials to students
6. Developing, adopting and adapting various new technologies and concepts in teaching and learning
7. Preparing and submitting reports

Minimum Education Qualifications and Experience

- A Bachelor's degree in a relevant field
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Lecturer (Non-clinical)

Job Title : Assistant Lecturer (Non-clinical)

Grade : KU7

Location : Academic Department

Responsible to : Head of Academic Department

Responsible for : None

Purpose of the Job

To support delivery of academic programmes.

Key Roles and Responsibilities

1. Supporting teaching and learning.
2. Supervising students
3. Conducting research
4. Providing effective tutorials to students
5. Developing, adopting and adapting various new technologies and concepts in teaching and learning
6. Preparing and submitting reports

Minimum Education Qualifications and Experience

- A Bachelor's degree in a relevant field
- Registered with a relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Laboratory Technologist

Job Title	: Laboratory Technologist
Grade	: KU9
Location	: Academic Department
Responsible to	: Head of Academic Department
Responsible for	: Laboratory Assistant

Purpose of the Job

To support clients in designing and executing laboratory activities according to standard procedures

Key Roles and Responsibilities

1. Developing, reviewing, monitoring and implementing standard operating procedures including laboratory rules and regulations
2. Planning, developing, implementing and monitoring annual work plan for the laboratory
3. Sourcing, maintaining and repairing laboratory equipment and accessories
4. Designing, conducting, facilitating or supporting scientific investigations, experiments or demonstrations during laboratory sessions
5. Supporting and orienting laboratory users and enforcing procedures, rules and regulations of the laboratory
6. Developing and maintaining inventory of all laboratory resources
7. Implementing, enforcing and monitoring occupational, health and safety systems
8. Providing support to academic research and outreach services including costing of samples and documenting and archiving results of laboratory analyses.
9. Providing formative and summative assessments during the students' attachments.
10. Ensuring that students are assessed and results submitted to the department in time.
11. Ensuring that code of conduct of the college is adhered to by students at the different attachments' sites.
12. Ensuring the adherence to safety practices of the students during their attachments.
13. Addressing and reporting students and trainers' challenges faced during attachment.
14. Providing feedback to the year coordinator on the progress of students' attachment

Minimum Education Qualifications and Experience

- Bachelor's degree in Laboratory Sciences or related qualifications
- 2 years' work relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Laboratory Technician

Job Title	: Laboratory Technician
Grade	: KU9
Location	: Academic department
Responsible to	: Head of Academic Department
Responsible for	: None

Purpose of the Job

To support clients in designing and executing laboratory activities according to standard procedures

Key Roles and Responsibilities

1. Implementing standard operating procedures including laboratory rules and regulations
2. Maintaining, repairing and cleaning laboratory equipment and accessories
3. Conducting or supporting demonstrations during laboratory sessions
4. Supporting and orienting laboratory users on procedures, rules and regulations of the laboratory
5. Maintaining inventory of all laboratory resources
6. Implementing occupational, health and safety systems in the laboratory
7. Supporting academic research and outreach services
8. Documenting and archiving results of laboratory analyses.

Minimum Education Qualifications and Experience

- Diploma in a relevant field
- 2 years' work experience in laboratory work

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.3. ICT DEPARTMENT

Chief Information Technology Officer

Job Title	: Chief Technology Information Officer
Grade	: KU4
Location	: ICT Department
Responsible to	: Deputy Vice Chancellor
Responsible for	: ICT Infrastructure Manager ICT Systems and Applications Manager Learning Technologies Manager

Main purpose of the job

To provide strategic and operational management of ICT services in the University.

Key Duties and responsibilities

1. Providing strategic leadership and overall management of the ICT services to meet the needs of the University;
2. Developing, implementing, monitoring and reviewing ICT strategies, policies, procedures and regulations as well as security and control structures in line with the University's objectives;
3. Ensuring the University complies with local and international ICT regulations and standards;
4. Planning and leading and monitoring implementation of ICT activities;
5. Engaging and managing relationships with internal and external clients and stakeholders;
6. Defining minimum specifications and standards of ICT equipment and services to be procured to ensure efficient and quality services;
7. Proactively managing ICT risks;
8. Proactively searching and sourcing new technologies which will provide opportunities to best meet changing business needs;
9. Instituting, reviewing and monitoring disaster recovery procedures
10. Advising the University management on emerging technologies with a view to align the operations with current trends
11. Mobilizing resources and ensuring their effective and efficient use
12. Preparing reports

Education Qualification and Experience

- Master's degree in relevant field;
- 7 years of working experience of which 3 years is at senior leadership/management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

ICT Infrastructure Manager

Post Title	: ICT Infrastructure Manager
Grade	: KU5
Location	: ICT Department
Responsible to	: Chief Information Technology Officer
Responsible for	: Network & Hardware Officer Security Analyst Systems Administrator Networks Administrator

Job Purpose

To provide ICT infrastructure management and development services

Key Duties and Responsibilities

1. Maintaining the ICT infrastructure to ensure availability all the times;
2. Developing and maintaining ICT network in accordance with the University's needs;
3. Providing technical input to the development of the University's ICT strategy and policies
4. Providing technical specifications for ICT infrastructure;
5. Planning, designing, and reviewing short and long-term infrastructure developments
6. Implementing and monitoring short and long-term infrastructure developments;
7. Making recommendations on network products, services, protocols, and standards in support of network procurement and development efforts;
8. Providing security solutions to all ICT infrastructure (including firewalls, anti-virus solutions, and intrusion detection systems);
9. Establishing and maintaining regular communications with end-users regarding relevant infrastructure activities;
10. Providing network performance statistics and reports;
11. Overseeing the administration of user accounts, permissions, and access rights systems;

Education Qualifications and Experience

- Master's degree in related field
- 5 years' relevant work experience at senior officer level in managing ICT infrastructure
- Relevant professional certification

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Learning Technologies Manager

Post Title	: Learning Technologies Manager
Grade	: KU5
Location	: ICT Department
Responsible to	: Chief Information Technology Officer
Responsible for	: Learning Technologies Officer

Job Purpose

To manage, maintain and develop teaching and learning technologies and systems services

Key Duties and Responsibilities

1. Provide leadership role in the development, implementation, and roll-out of learning innovations.
2. Develop and manage effective working relationships with other departments and personnel with whom work must be coordinated or interfaced
3. Keeping abreast of developments in the field of technology
4. Ensuring provision of effective technology that supports teaching and learning in the University
5. Keeping existing systems up to date and trialing new types of software in support of modern learning and teaching
6. Managing and maintaining the University's Virtual Learning Environment (VLE) and other learning technologies;
7. Providing expert advice to teaching and learning technologies' users;
8. Organizing orientation sessions for users of teaching and learning technologies;
9. Monitoring and evaluating the performance of teaching and learning technologies;
10. Managing risk related to teaching and learning technologies;
11. Providing technical assistance to users;

Education Qualifications and Experience

- Master's degree in related field
- 5 years' relevant work experience
- Relevant professional certifications

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Systems and Applications Manager

Post Title	: Systems and Applications Manager
Grade	: KU5
Location	: ICT Department
Responsible to	: Chief Information Technology Officer
Responsible for	: Systems Development and Support Officer

Job Purpose

To manage and provide software application development and support services

Key Duties and Responsibilities

1. Planning, implementing and leading the development and use of new applications and upgrades to existing applications;
2. Managing resources allocated for software and application development;
3. Providing technical assistance to analysts, designers and programmers;
4. Making recommendations on software products and services for procurement;
5. Solving software application problems;
6. Maintaining project logs, documents and status reports;
7. Organising orientation sessions for users on software applications;
8. Advising software users on technical aspects of software applications;
9. Supervising and enhancing staff performance.

Education Qualifications and Experience

- Master's degree in ICT or related relevant fields
- 7 years' experience, two (2) of which should be at managerial level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior ICT Officer

Post Title	: Senior ICT Officer
Grade	: KU7
Location	: ICT Department
Responsible to	: Administratively – Assistant Registrar (Administration) Functionally - Learning Technologies Manager
Responsible for	: Systems Administrator Networks Administrator Systems Development and Support Officer

Job Purpose

To provide ICT infrastructure and hardware management and development support services

Key Duties and Responsibilities

1. Recording all issues that arise and advise the CITO of any issues that need further attention;
2. Communicating with schools and other departments in the campus to respond to their ICT requirements;
3. Providing day-to-day support for all internal campus ICT systems and users, minimizing any system outages;
4. Recommending system improvements to the CITO;
5. Keeping abreast of developments in the field of technology
6. Ensuring provision of effective technology that supports teaching and learning in the University
7. Keeping existing systems up to date and trialing new types of software in support of modern learning and teaching
8. Providing technical assistance to users;
9. Preparing periodic reports

Education Qualifications and Experience

- Bachelor's degree in related field
- 3 years' relevant work experience at ICT officer level
- Relevant professional certifications

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Systems Development and Support Officer

Job Title	: Systems Development and Support Officer
Grade	: KU8
Location	: ICT Department
Responsible to	: Head Office - Systems and Applications Manager Campus - Senior ICT Officer
Responsible for	: None

Main purpose of the job

To provide software application development and support services.

Key Duties and Responsibilities:

1. Analyzing, designing and developing efficient and effective systems and applications;
2. Maintaining and enhancing existing systems; as well as interfaces, exports and imports;
3. Developing ICT project plans and project management guidelines and supporting their implementation;
4. Resolving programme errors and any other software issues;
5. Maintain ICT project logs, documents and status reports;
6. Providing user support and training on software applications and systems;
7. Planning and strategizing for the current and future software developments.
8. Providing guidance and support to applications systems users;
9. Configuring and upgrading application systems;
10. Undertaking application problem analysis and resolution in conjunction with users and external service suppliers;
11. Analyze data from systems and produce technical and business reports for consumption by users;
12. Proactively manage data quality in application systems;
13. Writing run reports, interfaces and routines.

Education Qualification and Experience

- Bachelor's degree in relevant field;
- 3 years of relevant work experience;
- Relevant professional certifications.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Network and Hardware Officer

Post Title	: Network and Hardware Officer
Grade	: KUB
Location	: ICT Department
Responsible to	: ICT Infrastructure Manager
Responsible for	: None

Job Purpose

To provide ICT infrastructure and hardware management and development support services

Key Duties and Responsibilities

1. Maintaining the ICT infrastructure to ensure availability all the times in the campus;
2. Developing and maintaining ICT network in accordance with the needs of the Campus;
3. Providing technical input to the development of the University's ICT strategy;
4. Providing technical specification for ICT infrastructure suitable for the Campus;
5. Making recommendations on network products, services, protocols, and standards in support of network procurement and development efforts;
6. Providing security solutions to all ICT infrastructure (including firewalls, anti-virus solutions, and intrusion detection systems);
7. Establishing and maintaining regular communications with end-users regarding relevant network activities;
8. Provide network performance statistics and reports;
9. Overseeing the administration of user accounts, permissions, and access rights systems;

Education Qualifications and Experience

- Bachelor's degree in related field
- 3 years' work experience
- Relevant professional certifications

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Learning Technologies Officer

Post Title	: Learning Technologies Officer
Grade	: KU8
Location	: ICT Department
Responsible to	: Learning Technologies Manager
Responsible for	: Audio-visual Technician

Job Purpose

To provide ICT infrastructure and hardware management and development support services

Key Duties and Responsibilities

1. Managing and maintaining the University's Virtual Learning Environment (VLE) and other learning technologies;
2. Keeping abreast of developments in the field of technology
3. Keeping existing systems up to date and trialing new types of software in support of modern learning and teaching
4. Providing expert advice to teaching and learning technologies' users;
5. Organizing orientation sessions for users of teaching and learning technologies;
6. Monitoring and evaluating the performance of teaching and learning technologies;
7. Managing risk related to teaching and learning technologies;
8. Providing technical assistance to users;

Education Qualifications and Experience

- Bachelor's degree in related field
- 3 years' work experience
- Relevant professional certifications

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

ICT Security Analyst

Post Title	: ICT Security Analyst
Grade	: KUB
Location	: ICT Department
Responsible to	: ICT Infrastructure Manager
Responsible for	: None

Job Purpose

To provide ICT infrastructure and hardware management and development support services

Key Duties and Responsibilities

1. Monitoring computer networks for security issues.
2. Investigating security breaches and other cybersecurity incidents.
3. Installing security measures and operate software to protect systems and information infrastructure, including firewalls and data encryption programs.
4. Documenting security breaches and assess the damage they cause.
5. Performing tests and uncover network vulnerabilities.
6. Resolving detected vulnerabilities to maintain a high-security standard.
7. Keep abreast with ICT security trends.
8. Developing university-wide best practices for ICT security.
9. Performing penetration testing.
10. Assisting in installation of security software and information security management.
11. Researching security enhancements and make recommendations to management.
12. Keeping abreast with information technology trends and security standards.

Education Qualifications and Experience

- Bachelor's degree in related field
- 3 years' work experience
- Relevant professional certifications

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Systems Administrator

Job Title	: System Administrator
Grade	: KU8
Location	: ICT Department
Responsible to	: Head Office - ICT Infrastructure Manager Campus - Senior ICT Officer
Responsible for	: System Technician

Job Purpose

To ensure smooth operation of multi-user computer systems

Key Duties and Responsibilities

1. Managing and maintaining systems and data bases;
2. Monitoring and tuning systems;
3. Scripting tasks to help automate administration and maintenance;
4. Maintaining and securing systems;
5. Planning, selecting, installing, configuring, and testing of PC and server hardware and software;
6. Defining system and operational policies and procedures;
7. Establishing disaster recovery procedures;
8. Installing and upgrading software packages;
9. Coordinating with appropriate unit Heads in implementing changes;
10. Developing and maintaining system documentation;
11. Applying appropriate support packages/patches to maintain system integrity;
12. Designing and conducting training programs for users;

Education Qualifications and Experience

- Bachelors' degree in relevant fields;
- 3 years' work experience in the area of System and Database Administration;

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Network Administrator

Post Title	: Network Administrator
Grade	: KU8
Location	: ICT Department
Responsible to	: Head Office - ICT Infrastructure Manager Campus - Senior ICT Officer
Responsible for	: Network Technician

Job Purpose :

To provide an operational network system that supports University's business

Key Duties and Responsibilities

1. Managing and maintaining network;
2. Recommending network hardware and software for purchase or development;
3. Planning and strategizing for the current and future networks and servers;
4. Defining and implementing network disaster recovery;
5. Ensuring network security;
6. Preparing and maintaining documentation of network infrastructure policies, standards and diagrams;
7. Providing expert advice to network users;
8. Promoting compliance to internal ICT policies, procedures and best practices on computer networking.

Education Qualifications and Experience

- Bachelors' degree in relevant fields;
- 3 years' work experience in the area of networking;
- Relevant professional certifications.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Audio-visual Technician

Post Title	: Audio-visual Technician
Grade	: KU9
Location	: ICT Department
Responsible to	: Head Office - Learning Technologies Officer Campus - Senior ICT Officer
Responsible for	: None

Job Purpose :

To provide technical support in using audio-visual equipment

Key Duties and Responsibilities

1. Setting up Audio Visual (A/V) equipment for meetings and various functions around the University
2. Safe handling and custody of all A/V equipment
3. Maintaining inventory of all A/V equipment
4. Monitoring and assessing usability and security of A/V equipment
5. Providing technical assistance and basic instruction to A/V users
6. Proactively maintaining A/V equipment.

Education Qualifications and Experience

- Diploma in ICT or any relevant field
- 2 years of relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Systems Technician

Job Title	: Systems Technician
Grade	: KU9
Location	: ICT Department
Responsible to	: Systems Administrator
Responsible for	: None

Job Purpose

To ensure smooth operation of multi-user computer systems

Key Duties and Responsibilities

1. Monitoring and tuning systems;
2. Scripting tasks to help automate administration and maintenance;
3. Maintaining and securing systems;
4. Planning, selecting, installing, configuring, and testing of PC and server hardware and software;
5. Establishing disaster recovery procedures;
6. Installing and upgrading software packages;
7. Coordinating with appropriate unit Heads in implementing changes;
8. Developing and maintaining system documentation;
9. Applying appropriate support packages/patches to maintain system integrity;
10. Designing and conducting training programs for users;

Education Qualifications and Experience

- Diploma in ICT, Computer Engineering or relevant fields;
- 2 years' work experience in the area of System and Database Administration;

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Network Technician

Post Title	: Network Technician
Grade	: KU8
Location	: ICT Department
Responsible to	: Network Administrator
Responsible for	: None

Job Purpose :

To provide first line ICT network and hardware support services

Key Duties and Responsibilities

1. Offering technical support to users;
2. Installing and configuring equipment hardware, software and drivers;
3. Proactively maintaining equipment and peripheral devices;
4. Monitoring and assessing usability of ICT hardware and software;
5. Managing records of repairs and fixes;
6. Training users on good practices, safety and usage of ICT equipment.

Education Qualifications and Experience

- Diploma in relevant field
- 2 years of relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.4. EXAMINATIONS DIVISION

Examinations Manager

Job Title : Examinations Manager

Grade : KU5

Location : Examinations Division

Responsible to : Deputy Vice Chancellor

Responsible For : Examinations Officer

Job Purpose

To oversee the conduct of university examinations, tests and evaluation, and declaration of their results; and the implementation of all examination and evaluation policies and directives of the University.

Key Duties and Responsibilities

1. Serving as a member of relevant examination and evaluation committees of the University;
2. Making all arrangements necessary for holding examinations, tests and evaluation, and for timely declaration of results;
3. Preparing and communicating the programme of examinations in a timely manner;
4. Arranging for printing of question papers;
5. Recommending and/or communicating postponement/cancelling examinations, in part or in whole, in the event of malpractices or if the circumstances so warrant in consultation with the DVC;
6. Initiating disciplinary action against candidates, paper setters, examiners, moderators, or any other persons connected with examinations and evaluation, found guilty of malpractices in relation to the examinations and evaluation;
7. Reviewing the results and trends of university examinations and forward reports thereon to the DVC;
8. Organizing workshops for lecturers to acquaint them with new trends in the assessment processes, creation and use of repository of questions, use of technology in paper setting and conduct of examinations, tests and evaluation;
9. Promoting innovative and effective use of information and communication technology in the entire process of the conduct of examinations and evaluation.
10. Preparing reports
11. Appraising and mentoring staff.

Education Qualification and Experience

- Master's in Education or any relevant field;
- 5 years relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Examinations Officer

Job Title	: Examinations Officer
Grade	: KU8
Location	: Examinations Division
Responsible to	: Examinations Manager
Responsible for	: None

Purpose of the Job

To manage the administration of examinations

Key Roles and Responsibilities

1. Preparing examination schedules
2. Coordinating the administration of examinations and assessment
3. Attending to queries relating to examination matters
4. Arranging for procurement of examinations materials
5. Arranging security for storage of examinations and venues
6. Preparing reports

Minimum Education Qualifications and Experience

- Bachelor's degree in Education or related fields
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.5. TEACHING AND LEARNING DEVELOPMENT CENTRE

Director of Teaching and Learning Development

Job Title	: Director of Teaching and Learning Development
Grade	: KU3
Location	: Teaching and Learning Development Centre
Responsible to	: Office of the Deputy Vice Chancellor
Responsible for	: Head of ODeL Head Teaching and Learning Skills Development Curriculum Development and Teaching Evaluation Manager

Purpose of the Job

To provide strategic and administrative leadership to the TLDC to ensure University-wide high-quality teaching, learning and assessments in line with quality curricula and enhancing student academic success.

Key Roles and Responsibilities

1. Providing leadership in the development and implementation of TLDC strategic plans, programmes and activities in alignment with KUHeS strategic plans;
2. Leading and supporting TLDC staff in the quest to ensure best practices in teaching and learning throughout KUHeS;
3. Leading the development and monitoring facilitation of short courses and other activities designed to enhance pedagogical skills, curriculum development and student success;
4. Providing timely and thorough communication of activities, requests, policies and practices to clients;
5. Stimulating student-centered teaching and learning culture among faculty members throughout KUHeS;
6. Promoting a culture of reflective practice in HP education;
7. Establishing and strengthening partnerships and coordinating institutional teaching and learning information exchanges with other institutions;
8. Conducting outreach and research in HP education and promoting research among TLDC staff;
9. Mobilizing resource mobilization for TLDC and managing their effective and efficient utilization;
10. Advising and leading in resolving problems and issues affecting teaching and learning at all levels within the KUHeS, and recommending evidence-based remedial measures;
11. Monitoring and evaluating the Teaching and Learning Development Support Centre performance;
12. Determining strategies and processes to enhance the Teaching and Learning in KUHeS;
13. Participating in marketing and promoting TLDC services both within and outside KUHeS.;
14. Preparing and submitting periodic performance reports to relevant stakeholders;
15. Providing advice on teaching and learning policy for KUHeS;

Minimum Education Qualifications and Experience

- PHD in HP Education or related qualifications.
- 2 years' work experience of coordinating and leading faculty development in a health professions education setting
- 7 years' teaching experience at University level
- Leadership training from recognized institution

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Teaching and Learning Skills Development

Job Title	: Head of Teaching and Learning Skills Development
Grade	: KU4
Location	: Teaching and Learning Development Centre
Responsible to	: Director of Teaching and Learning Development
Responsible for	: Senior Lecturer (Clinical Skills Education) Senior Lecturer (Pedagogical Skills) Senior Lecturer (Student Writing Skills) Learning Strategist Teaching and Learning Technologist

Purpose of the Job

To coordinate, manage and promote teaching and learning skills development activities in the University.

Key Roles and Responsibilities

1. Managing implementation of student academic skills development support services including establishment of an Academic Writing Centre and Student Success workshops
2. Managing and developing high quality academic support within KUHeS to enable all students to become confident independent learners and to fulfil their academic potential.
3. Providing support for students to realise their academic potential regardless of their background
4. Liaising with student affairs directorate to address barriers to student academic success, which are not directly related to teaching and learning, and facilitate access to physical, psychological and financial advice and support.
5. Providing strategic direction to clinical skills teaching throughout KUHeS; and promoting inter-professional clinical skills training and innovations in clinical skills teaching
6. Providing pedagogical skills training and related pedagogical development programmes, policies and procedures;
7. Promoting inter-professional teaching and learning as well as student success skills events and resources;
8. Engaging in consultancies and outreach activities;
9. Conducting and disseminating research in learning and teaching development, and health profession education;
10. Promoting quality improvement in teaching and learning and examinations throughout KUHeS;
11. Support academic staff in the development of innovative teaching programs and application of student-centred teaching methods to existing classes/tutorials;
12. Evaluating TLDC's pedagogical development workshops, trainings and online programmes;
13. Preparing periodic performance reports
14. Appraising and mentoring staff

Minimum Education Qualifications and Experience

- PhD
- Masters in HP Education in health professions, health science and related fields
- 7 years' experience teaching at University level
- Background in Educational Psychology/ health profession
- Academic Writing experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Open Distance and e-Learning

Job Title	: Head of Open Distance and e-Learning
Grade	: KU4
Location	: Teaching and Learning Development Centre
Reporting to	: Director of Teaching and Learning Development
Responsible for	: e-Learning Technologist ODEL Students Support Services Officer

Purpose of the Job

To coordinate and promote open distance and e-learning activities in the University

Key Roles and Responsibilities

1. Coordinating the development, review, monitoring and implementation of open distance and e-learning policies, plans, strategies, systems and programmes including budgets
2. Monitoring and enforcing implementation of open distance and e-learning standards
3. Coordinating and monitoring open distance and e-learning students support
4. Marketing and mobilizing resources for open distance and e-learning
5. Organizing and conducting open distance and e-learning tracer studies
6. Liaising with Executive Deans of Schools in identifying programmes for e-learning modes
7. Establishing and maintaining ODeL databank.
8. Establishing and maintaining internal and external linkages for development and effective implementation of ODeL programmes
9. Preparing reports

Minimum Education Qualifications and Experience

- PhD
- 3 years' experience at senior academic level

Draft

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Teaching Evaluation and Curriculum Development Manager

Job Title	: Teaching Evaluation and Curriculum Development Manager
Grade	: KU5
Location	: Teaching and Learning Development
Responsible to	: Director of Teaching and Learning Development
Responsible for	: Teaching Evaluation Officer Curriculum Development Officer

Purpose of the Job

To lead in the development and implementation of teaching evaluations and curriculum development coordination programmes.

Key Roles and Responsibilities

1. Supporting the development and communication of a curricular vision that emphasizes collaboration, critical thinking, integrity, compassion, creativity and the modern workplace;
2. Improving the content, sequence, and outcomes of the teaching-learning process through an evidence-based approach;
3. Conducting research into evaluation of teaching and curricular processes and design;
4. Promoting timely student evaluation of teaching (SET), peer review and self-assessment by lecturers;
5. Developing and maintaining research database that may be utilized to develop and review curriculum;
6. Monitoring curricular implementation to maintain its highest quality;
7. Publicizing the schedule for curricula reviews logging every programme at KUHeS with its due curriculum review date;
8. Mobilizing Resources and ensuring effective and efficient utilization of the resources;
9. Preparing periodic reports.

Minimum Education Qualifications and Experience

- Master's in Education or its equivalent
- 5 years' experience in teaching at University level and in curriculum development/Evaluation of teaching

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Lecturer (Clinical Skills Education)

Job Title	: Senior Lecturer (Clinical Skills Education)
Grade	: KU5
Responsible to	: Head of Teaching and Learning Skills Development Department
Location	: Teaching and Learning Development Centre
Responsible for	: Clinical Education Lecturer

Purpose of the Job

To collaborate with students and academic staff in order to improve the quality of clinical education across all schools and campuses.

Key Roles and Responsibilities

1. Participating in developing policies and strategies for multidisciplinary/ interprofessional clinical skills teaching in all campuses;
2. Organizing and teaching clinical skills and procedures to students;
3. Promoting inter-professional clinical skills teaching across the University;
4. In liaison with various departments, devising teaching sessions, learning materials and assist in the application of adult learning principles to clinical skills teaching;
5. Developing teaching materials and delivering clinical skills teaching sessions as needed;
6. Supporting simulated practice scenarios;
7. Developing reviewing and implementing appropriate assessment tools for clinical skills;
8. Assisting course leaders and facilitators for clinical skills in production of learning resource materials; including multimedia and ICT related packages which would enhance teaching across all aspects of clinical skills provision;
9. Developing, facilitating and delivering life support courses in collaboration with clinical and academic staff;
10. Facilitating timely requisition of necessary supplies for the delivery of clinical skills teaching;
11. Coordinating clinical skills programmes throughout KUHES;
12. Overseeing clinical skills laboratories in all campuses including safeguarding laboratory equipment;
13. Conducting and publishing health professions education research.

Minimum Education Qualifications and Experience

- Masters in Health professions education or Clinical field
- 3 years' experience in multimedia-based education, simulation training and clinical teaching

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Lecturer (Student Writing Skills)

Job Title	: Senior Lecturer (Student Writing Skills)
Grade	: KU5
Location	: Teaching and Learning Development Centre
Reporting to	: Head of Teaching and Learning Skills Development
Responsible for	: None

Purpose of the Job

To provide academic services in academic writing.

Key Roles and Responsibilities

1. Supporting the development and review of curriculum, teaching and learning materials.
2. Providing effective tuition to students at various levels and engaging in internal and external examining and assessment
3. Initiating and undertaking research projects, consultancies and outreach programmes
4. Supporting the development, enforcement and monitoring of adoption and adaptation of various new technologies and concepts
5. Developing and implementing resource mobilization strategies.
6. Preparing and submitting reports
7. Representing the Department in various fora
8. Publishing and disseminating research results

Minimum Education Qualifications and Experience

- Master's Degree in Education or related fields
- Psychology background strongly desirable
- 2 years minimum experience teaching adult learners

Academic Writing experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Lecture (Pedagogical Skills Development)

Job Title	: Senior Lecturer (Pedagogical Skills Development)
Grade	: KU5
Responsible to	: Director of Teaching and Learning Development
Location	: Teaching and Learning Development Centre
Responsible for	: Lecturer (Pedagogical Skills Development)

Purpose of the Job

To provide Faculty Pedagogical Skills Development and support.

Key Roles and Responsibilities

1. Providing faculty training in pedagogical skills and e-learning including face to face 'teach the teacher' workshops, seminars and online pedagogical development programmes
2. Designing and delivery of new academic staff induction as regards teaching, learning and examination; and staff development programs to enhance teaching skills
3. Supporting Executive Deans, HoDs and Coordinators regarding best practice for examinations including standard setting, assistance with internal moderation, attendance at examination question moderation meetings, examination board e.t.c.
4. Reviewing, supporting and developing appropriate assessment strategies and tools across all schools
5. Promoting of inter-professional teaching and learning
6. Engaging in outreach activities
7. Conducting and disseminating research in learning and teaching and health profession education
8. Designing and implementing innovations in teaching and learning; and maintain online portfolios of continuing professional development (CPD) for faculty in liaison with Teaching and Learning Development Technologist
9. Promoting Quality Improvement in teaching and learning and examinations throughout KUHeS including implementation of teaching awards
10. Equipping postgraduate students with pedagogical skills needed to utilize student-centered teaching methods
11. Support academic staff in the development of innovative teaching programs and on application of student-centred teaching methods to existing classes/tutorials
12. Evaluating TLDC's pedagogical skills development workshops, trainings and online programmes
13. Preparing periodic performance reports
14. Supervising and appraising staff in the unit.

Minimum Education Qualifications and Experience

- Masters in HP Education in health professions, health science and related fields
- 5 years' work experience of coordinating and leading faculty development in a health professions education setting

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Lecturer (Clinical Skills Education)

Job Title	: Lecturer (Clinical Skills Education)
Grade	: KU6
Responsible to	: Senior Lecturer
Location	: Teaching and Learning Development Centre
Responsible for	: None

Purpose of the Job

To collaborate with students and academic staff in order to improve the quality of clinical education across all schools and campuses.

Key Roles and Responsibilities

1. Assisting in fostering multidisciplinary/ interprofessional clinical skills teaching in all campuses;
2. Organizing and teaching clinical skills and procedures to students;
3. Participating in promoting inter-professional clinical skills teaching across the University;
4. In liaison with various departments, devising teaching sessions, learning materials and assist in the application of adult learning principles to clinical skills teaching;
5. Developing teaching materials and delivering clinical skills teaching sessions as needed;
6. Supporting simulated practice scenarios;
7. Supporting development reviewing and implementing appropriate assessment tools for clinical skills;
8. Assisting course leaders and facilitators for clinical skills in production of learning resource materials; including multimedia and ICT related packages which would enhance teaching across all aspects of clinical skills provision;
9. Participating in developing, facilitating and delivering life support courses in collaboration with clinical and academic staff;
10. Facilitating timely requisition of necessary supplies for the delivery of clinical skills teaching;
11. Conducting and publishing health professions education research

Minimum Education Qualifications and Experience

- Masters in Health professions education or Clinical field
- Experience in multimedia-based education, simulation training and clinical teaching

Draft

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Learning Strategist

Job Title	: Learning Strategist
Grade	: KU6
Responsible to	: Head of Department
Location	: TLDC Centre
Responsible for	: None

Purpose of the Job

To coordinate student academic skills development and support services.

Key Roles and Responsibilities

1. Initiating and implementing programmes aimed at ensuring that students are not disadvantaged in achieving their potential due to lack of critical thinking/academic writing skills
2. Initiating and implementing programmes to assist undergraduate and postgraduate students to become confident independent learners and to fulfil their academic potential.
3. Establishing and coordinating learning support for students with academic challenges such as dyslexia.
4. Assisting in developing strategies to help students to surmount potential obstacles to academic success
5. Equipping postgraduate students with soft skills required to enhance their academic comportment
6. Conducting individual support sessions and Student Success workshops aimed at cognitive, social and self-management skills
7. Developing on-line resources which enable students to become independent effective learners and fully engage with the curriculum.
8. Coordinating and evaluating effectiveness of Peer Assisted Learning Scheme (PALS) including identification of problem courses.
9. Identifying, training and supporting peer tutors
10. Coordinating provision of training and support to students and faculty members in the use of University-wide internet-based health professions eLearning resources across all the Schools
11. Coordinating international inter-professional clinical electives for KUHES students
12. Carrying out research focusing on learning and education
13. Facilitating student partnerships between academic years (student 'buddy' schemes)
14. Identifying students whose academic success is limited due to physical, psychological and financial issues for appropriate assistance
15. Preparing reports

Minimum Education Qualifications and Experience

- Master's Degree in Education or related fields
- Psychology background
- 3 years minimum experience teaching adult learners
- Academic Writing experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Teaching and Learning Technologist

Job Title	: Teaching and Learning Technologist
Grade	: KU6
Responsible to	: Head of Development
Location	: Teaching and Learning Technologies Division
Responsible for	: None

Purpose of the Job

To be responsible for the identification and development of innovative learning technologies, as appropriate, with a particular focus on technology-enhanced learning.

Key Roles and Responsibilities

1. Providing pedagogic advice, guidance, encouragement and support on the use of technology to staff involved in teaching.
2. Facilitating access to expertise, services and resources relating to technology-supported learning.
3. Providing technology-enhanced learning support for the University's users
4. Developing e-learning and training materials
5. Designing and implementing innovations in teaching and learning
6. Designing, developing, implementing and maintaining online portfolios of continuing professional development (CPD) for faculty.
7. Advising and assisting with the introduction of technology-supported learning
8. Conducting research to keep abreast of developments in the sector nationally and internationally.
9. Evaluating and monitoring effective use of learning technologies; and performance of e-learning development services.
10. Facilitating the use of on-line systems
11. Participating in relevant projects as required
12. Appraising and mentoring staff

Minimum Education Qualifications and Experience

- Master's degree in information systems, Computer Science, ICT Education or equivalent qualification
- 5 years' experience working in learning technologies at an institution of Higher Education

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

ODeL Student Support Services Officer

Job Title	: ODeL Student Support Services Officer
Grade	: KU8
Location	: ODeL Department
Responsible to	: Head of ODeL
Responsible for	: None

Purpose of the Job

To provide support in the delivery of ODe-L programmes at satellite office

Key Roles and Responsibilities

1. Implementing ODe-L policies, plans, strategies and standards at satellite office
2. Facilitating registration and admission of ODeL students at satellite office.
3. Coordinating and implementing academic activities for ODeL programmes at satellite
4. Implementing quality assurance standards for ODeL programmes.
5. Providing career guidance to open distance and e-learning students
6. Responding to staff and students' inquiries, queries and grievances
7. Organizing and conducting public awareness activities
8. Monitoring students' progress and drop out
9. Implementing and monitoring effective, efficient and economic utilization of resources
10. Maintaining ODeL programmes and student's databank

Minimum Education Qualifications and Experience

- Bachelors' degree in education or related qualification
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Curriculum Development Officer

Job Title	: Curriculum Development Officer
Grade	: KU8
Location	: TLD Centre
Responsible to	: Curriculum Development and Teaching Evaluation Manager
Responsible for	: None

Purpose of the Job

To support the creation of high-quality curriculum and instruction for the University

Key Roles and Responsibilities

1. Supporting the process of establishing outcomes and competency-based curriculum and instruction aligned with a programmatic vision, institutional quality standards and appropriate to students
2. Providing guidance in designing summative and formative course assessments
3. Designing tools to support the collection and analysis of program outcomes and student learning outcomes data
4. Documenting curriculum outcomes alignment and other programmatic features to support accreditation, regulatory, and continuous improvement processes
5. Producing and communicating a schedule for curricula reviews to the relevant HOD/Programme lead. Supporting the Academic Program Review process
6. Evaluating student learning outcomes and assessment, and instructional strategies used within programs to support the Academic Program Review process
7. Improving curriculum and assessments based on student, faculty, and institutional data
8. Providing curriculum and instruction expertise to institutional initiatives and special projects
9. Assisting in formulating frames for the Instructional Design and Delivery System and its sub-systems to enhance instructional efficiency and effectiveness.
10. Designing, developing and validating instructional materials and media to effectively cater to different teaching-learning situations.
11. Participating in designing strategies of successful implementation of new curricula and programmes and to address specific problems relating Curriculum Design and Instructional Materials Development
12. Generating appropriate models for curriculum evaluation with particular emphasis on ensuring relevance, adequacy and effectiveness
13. Participating in School level Curricula committees and Curriculum review meetings.
14. Producing periodic reports

Minimum Education Qualifications and Experience

- Master's Degree in Education or related fields
- 5 years' experience in curriculum development at University level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Teaching Evaluation Officer

Job Title	: Teaching Evaluation Officer
Grade	: KU8
Location	: Teaching and Learning Development Centre
Responsible to	: Curriculum Development and Teaching Evaluation Manager
Responsible for	: None

Purpose of the Job

To coordinate evaluation of teaching and optimization of utilization of feedback.

Key Roles and Responsibilities

1. Coordinating student evaluation of teaching (SET) throughout KUHeS;
2. Facilitating updating the online student evaluation of teaching platform regarding courses and lecturers to be evaluated;
3. Promoting timely student evaluation of teaching at all campuses;
4. Ensuring that all SET data is promptly analysed;
5. Facilitating timely feedback from student evaluation of teaching;
6. Ensuring teaching evaluation by students encompasses all facets of teaching;
7. Promoting peer assessment and self-assessment of teaching throughout all campuses;
8. Coordinating and facilitating student Focus Group discussions to identify obstacles to student academic success;
9. Mobilizing resources and ensuring efficient utilization of the same;
10. Evaluating the usage of university wide online platforms and all training activities conducted by TLDC including online programmes;
11. Conducting research in teaching evaluation and related topics to enhance quality of services offered by the Centre;
12. Preparing periodic reports.

Minimum Education Qualifications and Experience

- Bachelor's Degree in Education or related fields
- 2 years minimum experience teaching adult learners

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Preceptor

Job Title	: Preceptor
Grade	: KU8
Location	: Teaching and Learning Skills Development
Responsible to	: Head of Teaching and Learning Skills Development
Responsible for	: None

Purpose of the Job

To facilitate clinical skills training.

Key Roles and Responsibilities

1. Providing continuity of direct instruction, and supervision of students consistent with the student's learning needs, course objectives and program outcomes.
2. Supporting students' practice and growth with clinical inquiry and reflective practice.
3. Liaising with the Lecturers on additional or alternative learning activities consistent with the student's and course outcomes.
4. Supporting students' activities in order for them to gain an understanding of the Clinical site, system of care delivery and procedures.
5. Assessing students' clinical performance
6. Providing feedback to the faculty regarding the student's learning needs and performance.
7. Orienting stakeholders at the clinical site on the roles, capabilities and learning needs of the students.
8. Notifying Lecturers or Hospital Matron or Nurse-in-Charge of any concerns regarding students' or clients' safety and well-being.
9. Reporting students' experiences in the clinical area
10. Serving as a role model consistent with the scope of practice of the nursing profession.

Minimum Education Qualifications and Experience

- Bachelor degree
- 3 years' relevant practical experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Clinical Skills Laboratory Supervisor

Job Title	: Clinical Skills Laboratory Supervisor
Grade	: KU9
Location	: Teaching and Learning Development Centre
Responsible to	: Senior Lecturer (Clinical Skills)
Responsible for	: None

Purpose of the Job

To facilitate clinical skills training using the resources available within the clinical skills laboratories at all 3 campuses

Key Roles and Responsibilities

1. Managing skills laboratory bookings and allocations including seeking approvals and documenting;
2. Collaborating with Lecturers in Clinical Education and relevant departments in managing the clinical skills laboratory to ensure efficient usage and access for students; and adequate stock of equipment and supplies;
3. Setting up skills laboratory for clinical skills practice classes as required;
4. Distributing necessary learning materials to students;
5. Maintaining safety and cleanliness in the clinical skills laboratories at all times;
6. Providing technical support to staff and students in clinical skills as may be required;
7. Preparing reports.

Minimum Education Qualifications and Experience

- Diploma in Clinical Medicine/Nursing and Midwifery or equivalent
- 2 years relevant professional experience gained through working in a clinical setting

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.6. CENTRE FOR POSTGRADUATE STUDIES AND RESEARCH

Director of Postgraduate Studies and Research

Job Title	: Director of Postgraduate Studies and Research
Grade	: KU3
Location	: Postgraduate Studies and Research Centre
Responsible to	: DVC
Responsible for	: Head of Postgraduate Studies Head of Research and Innovation

Purpose of the Job

To coordinate Postgraduate Programmes in a manner that ensures that quality control regulations and procedures are strictly adhered to and high academic standards are maintained

Key Roles and Responsibilities

1. Supervising and providing strategic direction and guidance to the directorate
2. Leading initiatives to significantly expand the University's scholarly productivity and increase research funding
3. Serving as the Chief Research Officer for the University
4. Ensuring compliance with national and university policies governing university-sponsored research
5. Serving in the University research and postgraduate committees
6. Providing support for faculty and students to engage in research, scholarly investigations, and creative activities as well as recognition of outstanding student and faculty scholarship and creativity through awards programs, research forums and conferences, and publications
7. Overseeing all proposals for external funding
8. Participating in the negotiations of funding proposals, as needed
9. Leading strategic planning efforts with regards to research, scholarship and student research assistantships
10. Overseeing the planning and implementation of campus-wide faculty and student research and scholarly activity events
11. Overseeing the management research/funding opportunities for graduate students
12. Provide guidance and support regarding dissertation and scholarly activity archives
13. Collaborating with the Schools, Academic Departments and other stakeholders in the University to maintain and increase graduate student persistence
14. Serving as a liaison with University leadership to ensure a coordinated approach to research, scholarly activities for faculty and students
15. Preparing reports

Minimum Education Qualifications and Experience

- PhD
- 5 years' experience at senior academic level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Postgraduate Studies

Job Title	: Head of Postgraduate Studies
Grade	: KU4
Location	: Postgraduate Studies and Research Centre
Responsible to	: Director of Postgraduate Studies and Research
Responsible for	: Postgraduate Studies Manager

Purpose of the Job

To coordinate Postgraduate Programmes in a manner that ensures that quality control regulations and procedures are strictly adhered to and high academic standards are maintained

Key Roles and Responsibilities

1. Initiating, formulating, interpreting, enforcing and reviewing postgraduate studies rules, regulations and policies
2. Coordinating and monitoring the running, progress and completion of KUHeS postgraduate programmes to ensure quality control and the maintenance of high academic standards
3. Facilitating post-graduate curriculum reviews and tracer studies
4. Liaising with Executive Deans of Schools to establish priority area and recruitment of students and external examiners for post-graduate studies;
5. Facilitating research skills training for both students and supervisors through mounting higher degrees research workshops, seminars and consultative meetings;
6. Reviewing existing postgraduate programmes offered either by the University or through the University
7. Assessing the viability, quality and accreditation issues of new postgraduate programmes;
8. Coordinating the consideration and processing of postgraduate student research proposals, theses and dissertations;
9. Establishing and maintaining a databank of post-graduate programmes and students
10. Marketing and mobilizing resources for postgraduate programmes and students' scholarships.
11. Facilitating internal and external linkages for student placement and general partnership
12. Coordinating selection, admission, and assessment of postgraduate students
13. Preparing reports

Minimum Education Qualifications and Experience

- PhD
- 5 years' experience at senior academic level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Head of Research and Innovation

Job Title	: Head of Research and Innovation
Grade	: KU4
Location	: Centre for Postgraduate Studies and Research
Responsible to	: Director of Postgraduate Studies and Research
Responsible for	: Research and Grants Manager Innovation and Technology Transfer Specialist Senior Research and Grants Management Officer.

Purpose of the Job

To provide coordination, promotion and administrative services to support research and innovation activities in the University

Key Roles and Responsibilities

1. Providing leadership to academics in identifying and communicating opportunities for research funding
2. Developing, implementing, monitoring and reviewing research policies, plans, strategies and programmes
3. Promoting interdisciplinary research and mentorship of junior members of staff in research
4. Developing internal grant and pre-review mechanisms to ensure the strongest possible proposals are submitted for review
5. Assessing research activities, processes and infrastructure and implementing improvements
6. Directing and coordinating institutional research information exchanges with other institutions
7. Organizing and facilitating research dissemination for a and outreach activities
8. Managing and updating research and innovations data
9. Participating in marketing and mobilizing resources for research agenda
10. Vetting institutional research proposals and leading in budgeting for research activities
11. Overseeing and fostering compliance to grants financial agreements and other terms and conditions
12. Providing oversight in the development, preparation and facilitation of a variety of short courses, workshops, meetings, and conferences designed to enhance research skills
13. Providing leadership and guidance in the provision of clinical trials support services in the University, including clinical trial coordination and monitoring
14. Providing leadership and guidance in the provision of data management and statistical support services in the University
15. Serving on various boards and/or committees whose functions relate directly to the University's research enterprise
16. Preparing periodic reports

Minimum Education Qualifications and Experience

- PhD
- 8 years professional experience in research management in a university, research institute or hospital setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Postgraduate Studies Manager

Job Title	: Postgraduate Studies Manager
Grade	: KU5
Location	: Centre for Postgraduate Studies and Research
Responsible to	: Head of Postgraduate Studies
Responsible for	: Postgraduate Programmes Administrator Postgraduate Data Management Officer.

Purpose of the Job

To provide coordination, promotion and administrative services to support postgraduate studies in the University

Key Roles and Responsibilities

1. Initiating, formulating, interpreting, enforcing and reviewing postgraduate studies rules, regulations and policies
2. Enhancing the graduate culture within schools/departments
3. Providing support for postgraduate programmes marketing activities
4. Acting as liaison between schools/academic departments and postgraduate studies department in the admission, tracking, and graduation of students
5. Advocating for graduate students in department decisions and policies
6. Coordinating the financial support and distribution of funds for graduate students
7. Initiating and coordinating the recruitment and admission of well-qualified students to the graduate programmes and maintaining close contact with those who perform these functions
8. Providing support and advice to postgraduate students with respect to pastoral and welfare issues
9. Overseeing the evaluation of applications for admission and the transmittal of departmental recommendations for admission, academic performance, degree completion and exceptions to postgraduate studies regulations.
10. Assuring that student theses, projects, performances, and dissertations meet university requirements and representing high quality scholarly and creative work
11. Coordinating student progression and attendance monitoring, liaising with students, academic staff, professional services and employers, as appropriate
12. Providing support for the student evaluation, events such as induction, registration and graduation and quality assurance processes
13. Coordinating module and programme review, collating and reporting results
14. Participating in mobilizing and monitoring effective utilization of resources
15. Fostering good and consistent assessment management practices across the University
16. Preparing periodic reports

Minimum Education Qualifications and Experience

- Master's degree in Education or equivalent qualification
- 5 years professional experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Research and Grants Manager

Job Title	: Research and Grants Manager
Grade	: KU5
Location	: Postgraduate Studies and Research Centre
Responsible to	: Head of Research and Innovation
Responsible for	: Research and Grants Management Officer Senior Research Data Management Officer Senior Research Training Officer

Purpose of the Job

To be responsible for providing a high-quality pre- and post-award research grant support and related services to researchers in the University

Key Roles and Responsibilities

1. Coordinating and supporting the research grant development and submission processes
2. Providing leadership in the development of initiatives and processes to facilitate and manage research applications and awards,
3. Managing the lifecycle of a grant, from expression of interest stage to project closure
4. Reviewing grants applications as required to comply with granting body requirements
5. Providing expert advice regarding grant administration
6. Interpreting and providing guidance to academic staff on grant regulations and guidelines
7. Designing, developing and coordinating training on grant writing and development across the lifecycle from early career researchers and clinician-scientists through to established researcher
8. Identifying and implementing improvements in the grant application and post-award administration processes
9. Supporting in developing and implementing systems and processes to identify, promote, and communicate grant funding opportunities for maximum outreach and uptake
10. Coordinating all seminars and workshops in the University based on the research agenda.
11. Coordinating and supporting the publication of journals and books in the University
12. Identifying, building and maintaining formal and informal networks and external relationships
13. Preparing reports.

Minimum Education Qualifications and Experience

- Masters' degree ideally in a science or health science discipline, or demonstrated equivalent.
- 5 years professional experience in research management in a university, research institute or hospital setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Consultancy and Community Engagement Manager

Job Title	: Consultancy and Community Engagement Manager
Grade	: KU5
Location	: Postgraduate Studies and Research Centre
Responsible to	: Director of Postgraduate Studies and Research
Responsible for	: Consultancy and Community Engagement Officer

Purpose of the Job

To coordinate, facilitate and promote consultancy and community engagement activities in the University.

Key Roles and Responsibilities

1. Developing, reviewing, sensitising and implementing tenets of University Consultancy and Community Engagement policies.
2. Developing and coordinating university-wide consultancy and community engagement agenda,
3. Sourcing for consultancies in collaboration with Schools, departments, institutes, directorates, centres, units and individuals.
4. Developing and implementing strategies to build the requisite consultancy and community engagement capacity within University staff
5. Monitoring implementation of consultancy and community engagement programmes
6. Ensuring that the Unit is an efficient clearinghouse for all individual and group consultancies
7. Providing expert advice regarding consultancy and community engagement
8. Interpreting and providing guidance on consultancy and community engagement guidelines
9. Developing and implementing systems and processes to identify, promote, and communicate consultancy opportunities for maximum outreach and uptake
10. Identifying, building and maintaining formal and informal networks and external relationships
11. Managing consultancy and community engagement records
12. Preparing reports.

Minimum Education Qualifications and Experience

- Masters' degree ideally in a science or health science discipline, or demonstrated equivalent.
- 5 years professional experience in consultancy management in a university or comparable setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Postgraduate Programmes Administrator

Job Title	: Postgraduate Programmes Administrator
Grade	: KU8
Location	: Centre for Postgraduate Studies and Research
Responsible to	: Head of Postgraduate Studies
Responsible for	: Postgraduate Programmes Administrator Postgraduate Data Management Officer.

Purpose of the Job

To support and facilitate the efficient and effective postgraduate programmes administration.

Key Roles and Responsibilities

1. Interpreting, enforcing and reviewing postgraduate studies rules, regulations and policies
2. Liaising with the Registry, as appropriate, with regard to special cases for admission to postgraduate programmes and for changes to registration arrangements
3. Processing applications for admission into postgraduate programmes
4. Maintaining the postgraduate database, monitoring recruitment status and providing statistical data as required.
5. Maintaining accurate records of postgraduate applicants and students
6. Liaising with collaborative partners, industrial partners and sponsors as appropriate
7. Coordinate programme scheduling/timetabling
8. Providing support for recruitment and marketing activities
9. Preparing information packs for incoming students and plan induction activities
10. Calculating and generating invoices for fees where appropriate and liaise with appropriate offices
11. Acting as the first point of contact for prospective, current and former postgraduate students to answer queries and provide information and guidance
12. Organizing the receipt, collation and distribution of all student assignments/projects for marking
13. Communicating with central office, university academics and departmental administrators on postgraduate matters
14. Planning and attending open days and other postgraduate events
15. Participating in mobilizing and monitoring effective utilization of resources

Minimum Education Qualifications and Experience

- Bachelor's degree in Education, Business/Public Administration or equivalent qualifications
- Three (3) years professional experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

eLearning Specialist

Job Title	: eLearning Specialist
Grade	: KU6
Location	: Centre for Postgraduate Studies and Research
Responsible to	: Head of ODeL
Responsible for	: None

Purpose of the Job

To develop and manage ODeL systems in liaison with relevant sections in ICT

Key Roles and Responsibilities

1. Coordinating the development and review of e-learning software systems.
2. Designing and adapting face to face materials for the online instruction mode
3. Developing and maintaining the Learning Management System for ODeL
4. Customizing open ware applications to the institution's requirements
5. Implementing open distance and e-learning policies, plans, strategies, programmes and standards related to instructional materials
6. Providing user support to staff and students for open distance and e-learning systems and technologies
7. Developing, monitoring and reviewing the security and general performance of ODeL systems
8. Participating in mobilizing and monitoring effective utilization of resources
9. Preparing reports

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant ICT field
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Innovation and Technology Transfer Specialist

Job Title	: Innovation and Technology Transfer Specialist
Grade	: KU6
Location	: Postgraduate Studies and Research Centre
Responsible to	: Head of Research and Innovation
Responsible for	: Innovation and Technology Transfer Officer

Purpose of the Job

To coordinate, facilitate and promote innovations and transfer of technology to the end-users for the purpose of industrialization, social and economic development and as well as building individual capacity for technology innovation.

Key Roles and Responsibilities

1. Developing, reviewing, sensitising and implementing tenets of University Innovation and Technology Transfer policies.
2. Providing guidance to faculty members, staff and students to consider alternate applications of technology developed as part of their research;
3. Developing effective and efficient technology transfer strategies and policies
4. Managing invention disclosures and inventions from all areas in the University
5. Facilitating the transfer of intellectual property to business and industry in compliance with the University's intellectual property policy
6. Protecting and assisting marketing of the intellectual property resulting from the scholarly activities at the University
7. Encouraging and assisting innovation and technology development in the University
8. Promoting and facilitating academia-industry collaboration, and linkages with Research and Development organizations, incubators, industries and others.
9. Organizing and carrying out outreach activities towards technology transfer partnerships.
10. Coordinating all seminars and workshops in the University on innovation and technology transfer
11. Providing assistance for acquisition and adaptation of technologies.
12. Conducting Intellectual Property awareness and technology transfer capacity building and skill training programme.
13. Mentoring start-ups/ innovators/ entrepreneur's/ innovation set-ups to provide them with the required support for Intellectual Property protection and technology commercialization.
14. Managing innovations and technology transfer records
15. Preparing reports.

Minimum Education Qualifications and Experience

- Masters' degree in a relevant field.
- 5 years' relevant professional experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Consultancy and Community Engagement Officer

Job Title	: Consultancy and Community Engagement Officer
Grade	: KU8
Location	: Postgraduate Studies and Research Centre
Responsible to	: Consultancy and Community Engagement Manager
Responsible for	: None

Purpose of the Job

To coordinate, facilitate and promote consultancy and community engagement activities in the University

Key Roles and Responsibilities

1. Participating in developing, reviewing, sensitising and implementing tenets of University Consultancy and Community Engagement policies.
2. Participating in developing and coordinating university-wide consultancy and community engagement agenda,
3. Sourcing for consultancies in collaboration with Schools, departments, institutes, directorates, centres, units and individuals.
4. Developing and implementing strategies to build the requisite consultancy and community engagement capacity within University staff
5. Monitoring implementation of consultancy and community engagement programmes
6. Ensuring that the Unit is an efficient clearinghouse for all individual and group consultancies
7. Providing expert advice regarding consultancy and community engagement
8. Interpreting and providing guidance on consultancy and community engagement guidelines
9. Supporting in developing and implementing systems and processes to identify, promote, and communicate consultancy opportunities for maximum outreach and uptake
10. Participating in identifying, building and maintaining formal and informal networks and external relationships
11. Managing consultancy and community engagement records
12. Preparing reports.

Minimum Education Qualifications and Experience

- Masters' degree ideally in a science or health science discipline, or demonstrated equivalent.
- 5 years professional experience in consultancy management in a university or comparable setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Innovation and Technology Transfer Officer

Job Title	: Innovation and Technology Transfer Officer
Grade	: KU8
Location	: Postgraduate Studies and Research Centre
Responsible to	: Innovation and Technology Transfer Specialist
Responsible for	: None

Purpose of the Job

To coordinate, facilitate and promote innovations and transfer of technology to the end-users for the purpose of industrialization, social and economic development and as well as building individual capacity for technology innovation.

Key Roles and Responsibilities

1. Developing, reviewing, sensitising and implementing tenets of University Innovation and Technology Transfer policies.
2. Providing guidance to faculty members, staff and students to consider alternate applications of technology developed as part of their research;
3. Developing effective and efficient technology transfer strategies and policies
4. Managing invention disclosures and inventions from all areas in the University
5. Facilitating the transfer of intellectual property to business and industry in compliance with the University's intellectual property policy
6. Protecting and assisting marketing of the intellectual property resulting from the scholarly activities at the University
7. Encouraging and assisting innovation and technology development in the University
8. Promoting and facilitating academia-industry collaboration, and linkages with Research and Development organizations, incubators, industries and others.
9. Organizing and carrying out outreach activities towards technology transfer partnerships.
10. Coordinating all seminars and workshops in the University on innovation and technology transfer
11. Providing assistance for acquisition and adaptation of technologies.
12. Conducting Intellectual Property awareness and technology transfer capacity building and skill training programme.
13. Mentoring start-ups/ innovators/ entrepreneur's/ innovation set-ups to provide them with the required support for Intellectual Property protection and technology commercialization.
14. Managing innovations and technology transfer records
15. Preparing reports.

Minimum Education Qualifications and Experience

- Masters' degree in a relevant field.
- 5 years' relevant professional experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Postgraduate Data Officer

Job Title	: Postgraduate Data Officer
Grade	: KU8
Location	: Centre for Postgraduate Studies and Research
Responsible to	: Postgraduate Studies Manager
Responsible for	: None

Purpose of the Job

To develop and manage ODeL systems in liaison with relevant sections in ICT

Key Roles and Responsibilities

1. Monitor and maintain student records so that they accurately reflect the current study programme, status and correct fee for the student
2. Verifying student information
3. Coordinating the development and review of postgraduate data management systems.
4. Assisting with the production of postgraduate teaching timetable
5. Providing support for and guidance on student records processes and procedures to schools/departments
6. Acting in an advisory capacity on postgraduate data management systems and processes
7. Facilitating ease of retrieval and availability of information for effective administration and operations of the institution
8. Carrying out records management activities
9. Developing, monitoring and reviewing the security and general performance of postgraduate data management systems
10. Participating in mobilizing and monitoring effective utilization of resources
11. Producing reports

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant ICT field
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Research and Grants Management Officer

Job Title	: Senior Research and Grants Management Officer
Grade	: KU7
Location	: Postgraduate Studies and Research Centre
Responsible to	: Research and Grants Manager
Responsible for	: Research Data Management Officer Research Training Officer

Purpose of the Job

To be responsible for providing a high-quality pre- and post-award research grant support and related services to researchers based at Lilongwe campus

Key Roles and Responsibilities

1. Coordinating and supporting the research grant development and submission processes
2. Providing leadership in the development of initiatives and processes to facilitate and manage research applications and awards,
3. Managing the lifecycle of a grant, from expression of interest stage to project closure
4. Reviewing grants applications as required to comply with granting body requirements
5. Providing expert advice regarding grant administration
6. Interpreting and providing guidance to academic staff on grant regulations and guidelines
7. Designing, developing and coordinating training on grant writing and development across the lifecycle from early career researchers and clinician-scientists through to established researcher
8. Identifying and implementing improvements in the grant application and post-award administration processes
9. Supporting in developing and implementing systems and processes to identify, promote, and communicate grant funding opportunities for maximum outreach and uptake
10. Identifying, building and maintaining formal and informal networks and external relationships
11. Preparing reports.

Minimum Education Qualifications and Experience

- Bachelors' degree ideally in a science or health science discipline, or demonstrated equivalent.
- 3 years professional experience in research management in a university, research institute or hospital setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Research Training Officer

Job Title	: Senior Research Training Officer
Grade	: KU7
Location	: Postgraduate Studies and Research Centre
Responsible to	: Research and Grants Manager
Responsible for	: None

Purpose of the Job

To develop and coordinate implementation of research training programmes organized by the Research Centre and other department

Key Roles and Responsibilities

1. Implementing research training policies, plans, strategies and standards
2. Organizing and coordinating research training sessions
3. Processing of registration of research training participants.
4. Assisting in the marketing of research training programmes
5. Maintaining updated databases of funders of health research, research training courses, course facilitators, course participants and curriculum for all key training programmes hosted by the RC.
6. Evaluating training programmes/courses and facilitators.
7. Coordinating annual Research Open Days and research-related meetings, workshops, conferences.
8. Participating in identifying and applying for grants relevant for research
9. Participating in establishing collaboration networks, as appropriate, for training
10. Responding to inquiries relating to research training programmes
11. Implementing and monitoring effective, efficient and economic utilization of resources
12. Maintaining training attendance records
13. Preparing reports

Minimum Education Qualifications and Experience

- Bachelors' degree in education, HP Education or related fields
- 3 years' relevant work experience at officer level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Research Data Management Officer

Job Title : Senior Research Data Management Officer

Grade : KU8

Location : Postgraduate Studies and Research Centre

Responsible to : Research and Grants Manager

Responsible for : Research Data Management Officer

Purpose of the Job

To be responsible for organizing, storing and analysing data as efficiently as possible, while always upholding agreed-upon security standards

Key Roles and Responsibilities

1. Ensuring that the data is stored according to data security protocols and KUHeS data management policy and guidelines.
2. Developing and reviewing pre-existing data management policies, procedures to make sure that they are up to date and effective.
3. Overseeing and managing staff members in the daily use of data systems
4. Managing all incoming and outgoing data files.
5. Ensuring that all data files are well cleaned with all relevant data files securely managed including source documents file, audit trails, data cleaning files, data analysis files etc
6. Retrieving special reports or data sets effectively without risking any data loss.
7. Collaborating with fellow staff members to discuss any data problems that may arise and develop potential solutions
8. Supporting in data analysis for generating reports and publications
9. Managing and updating the database of grants hosted within the University and in research affiliates
10. Carrying out database design and maintenance, data collection, analysis and report writing from the assessments carried out in the M&E programme in liaison with the Monitoring and Evaluation Officer
11. Managing and updating databases of research courses, research clinics and research seminars
12. Analysing and produce evaluation reports for research courses, seminars, workshops conferences
13. Updating and maintaining a Research Centre database of funders, clientele, participants, facilitators and inventory of assets
14. Updating and maintaining a University Research Directory and Research Centre website;

Minimum Education Qualifications and Experience

- Bachelor's degree in Statistics and or Computer Science from a recognised university.
- 3 years' experience of managing large data sets and managing data arising from research studies involving human subjects

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Research and Grants Management Officer

Job Title	: Research and Grants Management Officer
Grade	: KU8
Responsible to	: Senior Research and Grants Management Officer
Location	:
Responsible for	: None

Purpose of the Job

To be responsible for providing a high-quality pre- and post-award research grant support to the University

Key Roles and Responsibilities

1. Supporting the research grant proposal development and submission processes
2. Providing leadership in the development of initiatives and processes to facilitate and manage research applications and awards,
3. Assisting in managing the lifecycle of a grant, from expression of interest stage to project closure
4. Assisting in reviewing grants applications as required to comply with granting body requirements
5. Providing expert advice regarding grant administration
6. Interpreting and providing guidance to academic staff on grant regulations and guidelines
7. Assisting in designing, developing and coordinating training on grant writing and development across the lifecycle from early career researchers and clinician-scientists through to established researcher
8. Supporting identification and implementation of improvements in the grant application and post-award administration processes
9. Assisting in developing and implementing systems and processes to identify, promote, and communicate grant funding opportunities for maximum outreach and uptake
10. Assisting in identifying, building and maintaining formal and informal networks and external relationships
11. Preparing reports.

Minimum Education Qualifications and Experience

- Bachelors' degree ideally in a science or health science discipline, or demonstrated equivalent.
- 2 years professional experience in research management in a university, research institute or hospital setting.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Research Data Management Officer

Job Title	: Research Data Management Officer
Grade	: KU8
Location	: Postgraduate Studies and Research Centre
Responsible to	: Senior Research Data Management Officer
Responsible for	: None

Purpose of the Job

To be responsible for organizing, storing and analysing data as efficiently as possible, while always upholding agreed-upon security standards

Key Roles and Responsibilities

1. Ensuring that the data is stored according to data security protocols and KUHeS data management policy and guidelines.
2. Developing and reviewing pre-existing data management policies, procedures to make sure that they are up to date and effective.
3. Overseeing and managing staff members in the daily use of data systems
4. Managing all incoming and outgoing data files.
5. Ensuring that all data files are well cleaned with all relevant data files securely managed including source documents file, audit trails, data cleaning files, data analysis files etc
6. Retrieving special reports or data sets effectively without risking any data loss.
7. Collaborating with fellow staff members to discuss any data problems that may arise and develop potential solutions
8. Supporting in data analysis for generating reports and publications
9. Managing and updating the database of grants hosted within the University and in research affiliates
10. Carrying out database design and maintenance, data collection, analysis and report writing from the assessments carried out in the M&E programme in liaison with the Monitoring and Evaluation Officer
11. Managing and updating databases of research courses, research clinics and research seminars
12. Analysing and produce evaluation reports for research courses, seminars, workshops conferences
13. Updating and maintaining a Research Centre database of funders, clientele, participants, facilitators and inventory of assets
14. Updating and maintaining a University Research Directory and Research Centre website;

Minimum Education Qualifications and Experience

- Bachelor's degree in Statistics and or Computer Science from a recognised university.
- 3 years' experience of managing large data sets and managing data arising from research studies involving human subjects

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Research Training Officer

Job Title	: Research Training Officer
Grade	: KU8
Location	: Postgraduate Studies and Research Centre
Responsible to	: Senior Research Data Management Officer
Responsible for	: None

Purpose of the Job

To develop and coordinate implementation of research training programmes organized by the Research Centre and other department

Key Roles and Responsibilities

1. Implementing research training policies, plans, strategies and standards
2. Organizing and coordinating research training sessions
3. Processing of registration of research training participants.
4. Assisting in the marketing of research training programmes
5. Maintaining updated databases of funders of health research, research training courses, course facilitators, course participants and curriculum for all key training programmes hosted by the RC.
6. Evaluating training programmes/courses and facilitators.
7. Coordinating annual Research Open Days and research-related meetings, workshops, conferences.
8. Participating in identifying and applying for grants relevant for research
9. Participating in establishing collaboration networks, as appropriate, for training
10. Responding to inquiries relating to research training programmes
11. Implementing and monitoring effective, efficient and economic utilization of resources
12. Maintaining training attendance records
13. Preparing reports

Minimum Education Qualifications and Experience

- Bachelors' degree in education, HP Education or related fields
- 3 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.7. UNIVERSITY LIBRARY

University Librarian

Job Title	: University Librarian
Grade	: KU3
Location	: Library
Responsible to	: Vice Chancellor
Responsible for	: Campus Librarian

Main purpose of the job

To provide leadership and strategic direction in the management of library and information services.

Key Duties and responsibilities

1. Providing strategic leadership and overall management of the University's Library and information services;
2. Developing, implementing, monitoring and reviewing Library and information management strategies, policies, procedures and regulations;
3. Initiating the introduction and implementation of emerging information technologies to library services;
4. Planning activities for the library and information services;
5. Mobilizing and managing library resources efficiently and effectively;
6. Establishing effective partnerships and collaborations with both internal and external stakeholders
7. Providing technical advice on Library and information services to all line managers and users;
8. Conducting research and consultations;
9. Ensuring the University complies with local and international Library and information services regulations and standards;
10. Organizing orientation sessions for Library users;
11. Managing risks associated with Library and information services
12. Preparing and presenting financial and investment reports and other reports
13. Servicing relevant committees of the Council

Education Qualification and Experience

- PhD in Library and Information Sciences
- 8 years' experience in managing an academic library and senior management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Campus Librarian

Job Title	: Campus Librarian
Grade	: KU4
Location	: Campus Library
Responsible to	: Head of the Directorate
Responsible for	: Heads of Sections under him/her

Main purpose of the job

To provide leadership and management in the management of library and information services

Key Duties and responsibilities

1. Providing user-friendly and efficient service to academic staff, researchers and students at the Campus.
2. Promoting the optimal use of information sources and services in the Campus Library.
3. Overseeing the integration of campus library functions with all other library functions in KUHeS library services
4. Developing strategy and plan for the development of the campus library service in consultation with the Librarian
5. Providing leadership in developing, review and implementation of campus library policies and procedures.
6. Preparing operational and capital budgets for the Campus Library.
7. Liaising with academic staff and the Librarian regarding the development of the Campus Library collection.
8. Providing instruction in the access, use, and evaluation of library resources
9. Providing targeted support of writing-intensive classes including
10. Managing and preserving resources and equipment in the Campus Library
11. Initiating recruitment of campus library staff.
12. Identifying new services/technological developments from which the Campus Library could benefit.
13. Representing the Campus Library at meetings
14. Liaising with academic departments on campus in order to ensure alignment of library services to their teaching, learning and research strategies.
15. Preparing reports

Education Qualification and Experience

- PhD
- Number of publications required for an associate professorial post
- 5 years' experience in managing library operations

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Systems Librarian

Job Title	: Systems Librarian
Grade	: KU5
Location	: Library
Responsible to	: Campus Librarian
Responsible for	: Assistant Librarian

Main purpose of the job

To administer, maintain, and support all modules of library systems and manage the university library's platforms and servers.

Key Duties and Responsibilities:

1. Providing collaborative leadership in the implementation, support, and maintenance of library systems and applications.
2. Identifying emerging library applications and knowledge systems
3. Ensuring that systems are optimized and interoperable with the goal of providing a positive and seamless user experience.
4. Supporting web development and design to ensure a seamless look and feel to services supported or offered by the university library.
5. Participating in library committees related to primary job assignment as appropriate.
6. Coordinating general library systems training for staff by maintaining awareness of useful training programs from software vendors and other sources, and disseminating information to appropriate staff.
7. Developing, reviewing, communicating and interpreting development plans, policies and procedures.
8. Implementing both online and offline backup solutions for library business-critical data.
9. Participating in information literacy instruction programs
10. Engaging in professional development, research, and scholarly activity
11. Preparing reports.
12. Appraising and mentoring staff

Education Qualification and Experience

- Master's degree in Library and Information Science or any strongly related field
- 5 years' work experience in a similar work

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Client Services Librarian

Job Title	: Client Services Librarian
Grade	: KU5
Location	: University Library
Responsible to	: Campus Librarian
Responsible for	: Assistant Client Services Librarian

Main purpose of the job

To manage front desk team and circulation of Library materials, responsible for all clients' welfare, and markets the library services.

Key Duties and Responsibilities:

1. Advocating for the library through personal contact and customer service, and represents the library in a positive way.
2. Planning work according to library schedule or standard routine.
3. Participating in the development of operating policies, procedures and plans of library services.
4. Evaluating circulation operating procedures, and makes adjustments as needed to improve efficiency.
5. Supervising the circulation of the library collection of books and non-book materials; and receiving and recording of overdue fines.
6. Overseeing the enrollment of patrons and providing general information, assistance and instruction in using library services, equipment, and facilities.
7. Providing training exercises for circulation unit employees.
8. Inspecting damaged circulation materials, including books and equipment.
9. Identifying cataloging errors and refers books or materials to technical unit.
10. Maintaining performance and repair of circulation equipment
11. Maintaining circulation data and prepares regular statistical reports for the campus librarian.
12. Designing, facilitating and coordinating information literacy classes for clients
13. Assisting in selecting materials for acquisition and withdrawal, as assigned
14. Conducting research, thesis reviews, teaching, supervision and outreach
15. Seeking opportunities to collaborate and establish partnerships with faculty members and departments.
16. Preparing periodic reports.
17. Appraising and methoring staff

Education Qualification and Experience

- Master's degree in Library and Information Science or any strongly related field
- 5 years' work experience in a similar work

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Technical Services Librarian

Job Title	: Technical Services Librarian
Grade	: KU5
Location	: University Library
Responsible to	: Campus Librarian
Responsible for	: Assistant Technical Services Librarian

Main purpose of the job

To manage procurement processes of library information resources in liaison with the Client Services Librarian, Scholarly Communications Librarian and other stakeholders; and manage the University library catalogue and bindery.

Key Duties and Responsibilities:

1. Coordinating, reviewing, monitoring and implementing acquisition policies, plans, standards, strategies and procedures.
2. Facilitating acquisition of library resources
3. Conducting needs assessment for information resource requirements
4. Liaising with publishers and vendors to identify new and alternative titles
5. Preserving library and information resources
6. Preparing bulletins of newly acquired information resources
7. Classifying and cataloguing information resources
8. Creating and maintaining information resource database
9. Securing library materials
10. Planning and monitoring library bindery operations
11. Facilitating user information literacy programmes
12. Procuring and managing new cataloguing technologies and tools
13. Maintaining quality control of bibliographic records including authority work;
14. Participating in digital projects by assigning and verifying metadata
15. Conducting periodic monitoring and evaluation of the quality of library catalogues of affiliated colleges
16. Engaging in professional development, research, and scholarly activity
17. Preparing reports.

Education Qualification and Experience

- Master's degree in Library and Information Science or any strongly related field
- 5 years' work experience in a similar work

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Scholarly Communications Librarian

Job Title	: Scholarly Communications Librarian
Grade	: KU5
Location	: Library
Responsible to	: Campus Librarian
Responsible for	: Assistant Librarian (Scholarly Communications)

Main purpose of the job

To develop the KUHeS resources and services related to Open Educational Resources, open access, open textbooks, scholarly communication, and digital scholarship.

Key Duties and Responsibilities:

1. Participating in education and training regarding open educational resources, open access publishing, related copyright issues, new scholarly communication models and digital scholarship to students, staff and faculty.
2. Staying informed on current developments in these areas and acting as a contact person for interested faculty and scholars.
3. Exploring open textbooks and other curricular materials and how they could benefit students and faculty if adopted for use in classes.
4. Aiding faculty who want to adopt, adapt or create open educational resources for use in the university curriculum.
5. Working with faculty, students and other librarians to raise awareness of, develop, and maintain such content in the university's institutional repository.
6. Supporting digital scholarship projects undertaken by faculty and students.
7. Keeping abreast of trends in scholarly communication and related areas by identifying and attending relevant workshops and conferences.
8. Providing research services, library instruction and other assistance to faculty, staff and students.
9. Providing liaison service and collection development in support of the research and information needs of academic departments in assigned areas.
10. Serving as an effective part of the library community through exploration, professional development and service.
11. Actively contributing towards the formulation of library-wide policies, procedures, goals and priorities.
12. Working with partners in migrating to new digital collection platforms, open educational resources and exploring the integration of open scholarly assets in library and university work.
13. Developing strategies to determine best approaches to scholarly communications issues and library services.
14. Developing standards in open scholarly assets, experience with digital projects
15. Preparing and delivering curricular and co-curricular instruction for classroom, library and online learning environments.
16. Developing all aspects of the research and research-creation lifecycle within assigned subject areas including research methods, research-creation, digital tools, scholarly communication and research data management.
17. Developing and managing digital and print collections in assigned subject areas.
18. Working with faculty and professional staff across the university in scholarly communications and digital scholarship
19. Appraising and mentoring staff

Education Qualification and Experience

- Master's Degree in Library and Information Science or any strongly related field
- 5 years' work experience in a similar work

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Systems Librarian

Job Title	: Assistant Systems Librarian
Grade	: KU7
Location	: University Library
Responsible to	: Systems Librarian
Responsible for	: Chief Library Assistant (Systems)

Main purpose of the job

To assist in the facilitation of efficient and effective delivery of the functions of the Acquisitions and Cataloguing Section.

Key Duties and Responsibilities:

1. Developing, troubleshooting and maintaining Integrated Library System
2. Preparing training materials for user education and conduct training
3. Managing library databases and digital storage of library materials
4. Orienting new staff and students
5. Uploading catalogue records on the server
6. Upgrading library databases
7. Digitizing materials and archives them into the institutional repository
8. Updating library member accounts
9. Creating bibliographic databases for special collections
10. Identifying and implementing approved new library applications and platforms

Education Qualification and Experience

- Bachelors' Degree in library and Information science/studies.
- 2 years' work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Scholarly Communications Librarian

Job Title	: Assistant Scholarly Communications Librarian
Grade	: KU7
Location	: University Library
Responsible to	: Scholarly Communications Librarian
Responsible for	: Chief Library Assistant (Scholarly Communications)

Main purpose of the job

To assist in the efficient and effective provision of scholarly communications services.

Key Duties and Responsibilities:

1. Assist in promoting and managing the development and growth of IR
2. Assist in promoting and supporting Open Access Policy and related efforts across the
3. University
4. Assist in developing, identifying, and promoting digital tools to enhance research and teaching including mentorship of student and staff in digital projects
5. Assist in building and maintaining collaborative partnerships related to digital initiatives with faculty, researchers, and other campus units
6. Assist in monitoring advancements in scholarly communication, OA, IRs, and related areas and communicate implications to university stakeholders
7. Assist in providing guidance and training on scholarly communication/digital scholarship for library and campus constituencies
8. Assist in delivering in information literacy sessions related to scholarly communication to faculty, students and interested parties

Education Qualification and Experience

- Bachelors' Degree in library and Information science/studies.
- 2 years relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Technical Services Librarian

Job Title	: Assistant Technical Services Librarian
Grade	: KU7
Location	: University Library
Responsible to	: Technical Services Librarian
Responsible for	: Chief Library Assistant (Technical Services)

Main purpose of the job

To assist in the facilitation of efficient and effective delivery of the functions of the Acquisitions and Cataloguing Section.

Key Duties and Responsibilities:

1. Reviewing condition of existing stock
2. Verifying acquisition information
3. Conducting needs assessment for information resource requirements
4. Liaising with publishers and vendors to identify new and alternative titles
5. Assisting in the acquisition, cataloguing, classification and all core related processes
6. Assisting in the assessment of library materials requiring preservation.
7. Assisting in ensuring that KUHeS library catalogues comply to recognised standards through quality control.
8. Assisting in budgeting and managing expenditures.
9. Assisting in compiling statistical information and other reports

Education Qualification and Experience

- Bachelor's in library and Information science/studies.
- 2 years' work experience in acquisitions and cataloguing roles

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Client Services Librarian

Job Title	: Assistant Client Services Librarian
Grade	: KU7
Location	: University Library
Responsible to	: Client Services Librarian
Responsible for	: Chief Library Assistant (Client Services)

Main purpose of the job

To assist the client services librarian in supervision of a team providing face-to-face general information and circulation services and associated backroom and materials handling activities such as shelving and returned materials.

Key Duties and Responsibilities:

1. Assisting in supervision of the circulation of the library collection of books and non-book materials.
2. Assisting in enrolment of new patrons to the library.
3. Assisting in the supervision of managing overdue fines
4. Assisting in periodic evaluation of assigned employees.
5. Assisting in training exercises for circulation unit employees.
6. Assisting in facilitation of information literacy classes
7. Assisting in maintenance of circulation data and preparation of regular statistical reports for the campus librarian.
8. Monitoring and implementing standards for the University Library
9. Training staff and students in the use of library resources
10. Facilitating user information literacy programmes
11. Facilitating the management of client services resources, new technologies and facilities

Education Qualification and Experience

- Bachelor's Degree in library and Information science/studies.
- 2 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Bindery Technician

Job Title	: Bindery Technician
Grade	: KU9
Responsible to	: Assistant Librarian (Technical Services)
Location	: Library
Responsible for	: Assistant Bindery Technician

Purpose of the Job

To manage bindery services in the University library

Key Roles and Responsibilities

1. Coordinating and monitoring bindery operations
2. Examining job orders to determine details such as quantities, production times and stock specifications
3. Compiling statistical reports of uploaded collections
4. Developing and implementing schedule of maintenance checks of equipment
5. Inspecting and examining printed products for print clarity, colour accuracy, conformance to binding specifications, and external defects
6. Conducting demonstrations to media clients
7. Securing bindery materials and equipment
8. Monitoring effective and efficient utilization of resource and materials
9. Preparing summary of finished products and incident reports

Minimum Education Qualifications and Experience

- Diploma in related field
- 3 years' experience in managing library operations

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Chief Library Assistant (Client Services)

Job Title	: Chief Library Assistant (Client Services)
Grade	: KU9
Location	: University Library
Responsible to	: Senior Library Assistant (Client Services)
Responsible for	: None

Main purpose of the job

To assist the client services librarian in providing general information and circulation services as well as associated backroom and materials handling activities such as shelving and returned materials.

Key Duties and Responsibilities:

1. Responding to routine inquiries, and refer patrons in need of professional assistance to librarians.
2. Instructing patrons on how to use reference sources, card catalogue, and automated information systems.
3. Assisting clients locate library materials, including books, periodicals, tape cassettes, Braille volumes, and pictures
4. Registering new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
5. Updating patrons' records on computers.
6. Lending and collecting books, periodicals, videotapes, and other materials at circulation desks
7. Inspecting returned books for condition and due-date status, and compute any applicable fines.
8. Maintaining records of items received, stored, issued, and returned, and file catalogue cards according to system used.
9. Providing assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audio-visual and other materials.
10. Taking action against disruptive or problem patrons.
11. Assisting in the preparation of book displays

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields
- 2 years' work experience at Senior Library Assistant level.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Bindery Technician

Job Title	: Assistant Bindery Technician
Grade	: KU10
Location	: Library
Responsible to	: Bindery Technician
Responsible for	: Bindery Attendant

Purpose of the Job

To provide bindery services

Key Roles and Responsibilities

1. Designing and binding clients' work
2. Examining job orders to determine details such as quantities, production times and stock specifications
3. Examining printed products for print clarity, colour accuracy, conformance to binding specifications, and external defects
4. Facilitating and implementing repairs and maintenance of equipment
5. Assisting in developing and maintaining an inventory of resources for binding
6. Supporting the sourcing and maintenance of equipment and accessories

Minimum Education Qualifications and Experience

- Certificate in a relevant technical field
- 2 years' experience in binding operations.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Library Assistant (Client Services)

Job Title	: Senior Library Assistant (Client Services)
Grade	: KU10
Location	: Library Client Services
Responsible to	: Senior Library Assistant (Client Services)
Responsible for	: None

Main purpose of the job

To assist the client services librarian in providing general information and circulation services as well as associated backroom and materials handling activities such as shelving and returned materials.

Key Duties and Responsibilities:

1. Responding to routine inquiries, and refer patrons in need of professional assistance to librarians.
2. Instructing patrons on how to use reference sources, card catalogue, and automated information systems.
3. Assisting clients locate library materials, including books, periodicals, tape cassettes, Braille volumes, and pictures
4. Registering new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
5. Updating patrons' records on computers.
6. Lending and collecting books, periodicals, videotapes, and other materials at circulation desks
7. Inspecting returned books for condition and due-date status, and compute any applicable fines.
8. Maintaining records of items received, stored, issued, and returned, and file catalogue cards according to system used.
9. Providing assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audio-visual and other materials.
10. Taking action against disruptive or problem patrons.
11. Assisting in the preparation of book displays

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields
- 2 years' work experience at library assistant.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Library Assistant (Client Services)

Job Title	: Library Assistant (Client Services)
Grade	: KU11
Location	: Library Client Services
Responsible to	: Senior Library Assistant (Client Services)
Responsible for	: None

Main purpose of the job

To assist the client services librarian in providing general information and circulation services as well as associated backroom and materials handling activities such as shelving and returned materials.

Key Duties and Responsibilities:

1. Responding to routine inquiries, and refer patrons in need of professional assistance to librarians.
2. Instructing patrons on how to use reference sources, card catalogue, and automated information systems.
3. Assisting clients locate library materials, including books, periodicals, tape cassettes, Braille volumes, and pictures
4. Registering new patrons and issue borrower identification cards that permit patrons to borrow books and other materials.
5. Updating patrons' records on computers.
6. Lending and collecting books, periodicals, videotapes, and other materials at circulation desks
7. Inspecting returned books for condition and due-date status, and compute any applicable fines.
8. Maintaining records of items received, stored, issued, and returned, and file catalogue cards according to system used.
9. Providing assistance to librarians in the maintenance of collections of books, periodicals, magazines, newspapers, and audio-visual and other materials.
10. Taking action against disruptive or problem patrons.
11. Assisting in the preparation of book displays

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields
- One (1) year work experience in similar work.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Library Assistant (Technical Services)

Job Title	: Library Assistant (Technical Services)
Grade	: KU11
Location	: Library
Responsible to	: Senior Library Assistant (Technical Services)
Responsible for	: None

Main purpose of the job

To assist in the facilitation of efficient and effective delivery of Acquisitions, Cataloguing and related services.

Key Duties and Responsibilities:

1. Verifying delivered library materials and maintaining the orders and accessions register, and any other additional information;
2. Labelling and stamping all new books and other information sources and replacing labels where necessary;
3. Compiling lists of newly acquired books and donations, including their total value.
4. Maintaining the accessions register and records of missing books and replacements;
5. Performing copy cataloguing and adapting online records according to guidelines in AACR2, MARC21 standards and Library of Congress Classification System (LCSH);
6. Creating catalogue records where no suitable records can be found for import;
7. Processing books such as spine labelling and book cards typing and insertion.
8. Conducting digitization of library materials and creation of digital repositories
9. Compiling lists of books on display.

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields.
- One (1) year work experience in acquisitions and cataloguing roles

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Library Assistant (Scholarly Communications)

Job Title	: Library Assistant (Scholarly Communications)
Grade	: KU11
Location	: University Library
Responsible to	: Assistant Scholarly Communications Librarian
Responsible for	: None

Main purpose of the job

To assist in the efficient and effective provision of scholarly communications services.

Key Duties and Responsibilities:

1. Assisting in creating metadata and uploading content to the institutional repository to support content discoverability
2. Assisting in using faculty profile information along with web-based tools and publisher databases to identify appropriate content to be added to the repository
3. Assisting in determining and handling copyright and publication status for articles, book chapters, conference papers, and other scholarly output
4. Assisting in managing workflows for processing new publications, presentations, and creative activities from faculty and student authors/creators
5. Assisting in providing support for outreach activities such as Open Access days
6. Assisting with planning of library events related to student scholarship

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields
- One (1) year work experience in similar work.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Library Assistant (Systems)

Job Title	: Library Assistant (Systems)
Grade	: KU11
Location	: University Library
Responsible to	: Assistant Systems Librarian
Responsible for	: None

Main purpose of the job

To assist in the facilitation of efficient and effective delivery of the functions of the Acquisitions and Cataloguing Section.

Key Duties and Responsibilities:

1. Assisting in managing and maintaining library platforms and servers.
2. Assisting in promoting and managing the development and growth of library information technologies.
3. Assisting in upgrading and managing library databases.
4. Assisting staff and students conducting research in information searching.
5. Assisting in managing the storage of library materials.
6. Assisting in providing guidance and training on the utilization of library information systems.
7. Assisting in the digitization of library materials and creation of digital repositories

Education Qualification and Experience

- Certificate in library and Information science/studies or related fields
- One (1) year work experience in similar work.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Bindery Attendant

Job Title	: Bindery Attendant
Grade	: KU11
Responsible to	: Head of the Unit
Location	: Library
Responsible for	: None

Purpose of the Job

To support provision of bindery services

Key Roles and Responsibilities

1. Collating, stitching and binding documents
2. Operating bindery machines
3. Examining job orders to determine details such as quantities, production times and stock specifications
4. Supporting maintenance of binding equipment
5. Preparing summary of finished products and incident reports

Minimum Education Qualifications and Experience

- MSCE
- Certificate in a relevant technical field
- One (1) year relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Library Commissionaire

Job Title	: Library Commissionaire
Grade	: KU12
Responsible to	: Head of the Section
Location	: Section
Responsible for	: None

Purpose of the Job

To support general library services

Key Roles and Responsibilities

1. Identifying, collecting and compiling worn out materials
2. Undertaking minor book repairs
3. Collecting and shelving unsorted library materials
4. Performing pre- and post-bindery processing activities
5. Compiling statistics of library materials sent for binding
6. Searching users on library entry or exit.
7. Dusting of library materials and shelves
8. Arranging chairs and tables
9. Undertaking library patrols
10. Reporting emerging cases in the library and condition of library materials.

Minimum Education Qualifications and Experience

- MSCE
- 1 year work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.8. REGISTRY SERVICES DIRECTORATE

Registrar

Job Title	: Registrar
Grade	: KU3
Location	: Registry Services Directorate
Responsible to	: Vice Chancellor
Responsible for	: Deputy Registrar Assistant Registrar (Human Resource) Assistant Registrar (Legal) Assistant Registrar (Academic Support Services)

Job Purpose

To provide strategic leadership and overall management of the University's administrative services to support fulfilment of the University's corporate aims, objectives and culture.

Key Duties and Responsibilities

1. Developing and reviewing administrative and related operational policies, plans, strategies, procedures, guidelines, regulations and budgets
2. Coordinating and spearheading the implementation of the University's general, operational and academic regulations and policies with particular regard to staff, students and quality assurance;
3. Being the principal point of contact of the University;
4. Advising the Vice Chancellor, other line managers and committees on governance, operational matters and academic regulatory frameworks;
5. Providing secretarial services to the University Council and its Committees;
6. Overseeing the management of records in the University
7. Providing first line human resource management services on senior university management;
8. Monitoring provision of health care and other staff welfare services
9. Coordinating the development, maintenance and leasing of University estates
10. Organizing and monitoring ceremonies and other congregation functions of the University
11. Networking and promoting the University image both nationally and internationally.
12. Appraising and mentoring staff

Minimum Education, Qualification and Experience

- Master's degree in business or public administration, management and any relevant field;
- 8 years' experience at senior management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Deputy Registrar

Job Title	: Deputy Registrar
Grade	: KU4
Location	: Registry Services Directorate
Responsible to	: Registrar
Responsible for	: Assistant Registrar (Estates) Assistant Registrar (Administration)

Job Purpose

To provide strategic leadership and overall management of the University's administrative services to support fulfilment of the University's corporate aims, objectives and culture.

Key Duties and Responsibilities

1. Participating in developing and reviewing administrative and related operational policies, plans, strategies, procedures, guidelines, regulations and budgets
2. Assisting in coordinating and spearheading the implementation of the University's general, operational and academic regulations and policies with particular regard to staff, students and quality assurance;
3. Advising the Vice Chancellor, other line managers and committees on governance, operational matters and academic regulatory frameworks;
4. Providing secretarial services to Committees as directed;
5. Overseeing the management of records, estates and campus administration in the University
6. Monitoring provision of health care and other staff welfare services
7. Coordinating the development, maintenance and leasing of University estates
8. Participating in organizing and monitoring ceremonies and other congregation functions of the University
9. Assisting in networking and promoting the University image both nationally and internationally.
10. Appraising and mentoring staff

Minimum Education, Qualification and Experience

- Master's degree in business or public administration, management and any relevant field;
- 7 years' experience at senior management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Administration)

Job Title	: Assistant Registrar (Administration)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Deputy Registrar
Responsible For	: Senior Security Officer Estates Officer Administrative Assistant Academic Support Services Officer Senior Human Resource Officer Administration Officer Clinical Officer Assistant Administration Officer Administration Officer

Job Purpose

To efficiently and effectively coordinate all administrative functions/services for the smooth running of all campus activities

Key Duties and Responsibilities:

- Managing campus facilities;
- Managing outsourced services at campus level;
- Servicing relevant committees at campus level;
- Coordinating the administration of staff and students' medical schemes
- Managing fleet and logistical systems and processes;
- Participating in developing and reviewing administrative policies, strategies, procedures and systems for the campus;
- Maintaining administrative management information systems;
- Organizing and coordinating Campus functions;
- Interpreting, implementing and monitoring campus administrative strategies, policies, procedures and systems;
- Developing and implementing resource mobilization strategies
- Monitoring and promoting efficient and effective utilization of resources
- Preparing campus budgets and operational plans
- Coordinating and overseeing occupational health and safety standards on campus;
- Appraising and mentoring subordinate staff.

Minimum Education Qualification and Experience

- Master degree in Business Administration, Public Administration, Human Resource and other related fields
- 5 years of relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Records)

Job Title	: Assistant Registrar (Records)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Deputy Registrar
Responsible for	: Senior Records and Archives Assistant

Job Purpose

To manage university records

Key Duties and Responsibilities

1. Participating in planning, developing and implementing records management policies, strategies, systems and regulations for the University;
2. Monitoring and reviewing existing University records management systems; policies, strategies and regulations
3. Producing relevant reports;
4. Advising line managers on records management requirements;
5. Developing and implementing resource mobilization strategies
6. Monitoring and promoting effective utilization of resources
7. Managing risks associated with University records;
8. Producing consolidated records index for the University;
9. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Masters' degree in Library and Information Science, Records Management or relevant field;
- Five (5) years relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Human Resource)

Job Title	: Assistant Registrar (Human Resource)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Registrar
Responsible for	: Senior Human Resource Officer (Planning and Development)

Job Purpose

To provide human resource management and development services in the university

Key Duties and Responsibilities

1. Participating in developing and reviewing human resource policies, plans, strategies, systems, procedures and regulations;
2. Interpreting, implementing and monitoring human resource policies, plans, strategies, procedures and regulations;
3. Coordinating the recruitment and selection process of staff;
4. Providing human resource related advisory services to all line managers;
5. Controlling university staff establishment;
6. Preparing consolidated Human Resource reports;
7. Servicing disciplinary hearing for all staff;
8. Establishing and maintaining relationships with relevant stakeholders;
9. Overseeing management of staff contracts and labour relations matters;
10. Coordinating University staff development activities;
11. Developing and implementing staff orientation and induction programmes.
12. Overseeing and enforcing the mainstreaming of cross-cutting issues (i.e. HIV/Aids, Gender, social responsibility);
13. Maintaining Human Resource Management Information System and database
14. Coordinating staff welfare matters;
15. Promoting occupational health and safety
16. Ensuring compliance to legal and regulatory requirements;
17. Appraising and mentoring staff.

Education Qualification and Experience

- Master's degree in HR, Public Administration, Business Administration or any relevant qualifications;
- 5 years' experience in a relevant field.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Legal)

Post Title	: Assistant Registrar (Legal)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Registrar
Responsible for	: Senior Legal Services Officer

Purpose of the Job

To oversee and provide legal representation and advisory services to the University

Key Duties and Responsibilities

1. Conducting litigations initiated by and against the University before the appropriate courts in close coordination with the concerned function
2. Proactively resolving legal issues and providing solutions to avoid litigation
3. Setting up systems to ensure compliance with statutory requirements
4. Liaising with outsourced legal service providers in the discharge of their obligations
5. Guiding the University in interpretation of laws regarding all its functions
6. Providing legal advice to University management and staff on official matters
7. Initiating and pursuing legal proceedings as required
8. Preparing cases for submission to outsourced legal service providers
9. Liaising with outsourced legal service providers in the discharge of their obligations
10. Drafting, vetting and/or reviewing legal letters, contracts and agreements
11. Monitoring legal obligations under agreements
12. Producing relevant reports
13. Maintaining a database of statuses of all court matters
14. Representing the university at arbitration and mediation
15. Participating in relevant committee meetings
16. Managing institutional risks
17. Appraising and mentoring staff

Minimum Education Qualification and Experience

- Masters of Law (Hons) or related qualification
- Registered practitioner with MLS
- 5 years relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Estates)

Job title	: Assistant Registrar (Estates)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Deputy Registrar
Responsible for	: Works Supervisor

Job Purpose

To manage estates development and maintenance services.

Key Duties and Responsibilities:

1. Providing leadership in the development and maintenance of estates;
2. Initiating, implementing, monitoring and reviewing estates development and maintenance policies, plans, strategies, systems, procedures and regulations;
3. Providing advisory services related to Estates development and maintenance to line managers;
4. Dealing with tenancy and leasehold matters;
5. Ensuring quality control of infrastructure development and maintenance works;
6. Monitoring implementation of estates development projects;
7. Managing and maintaining estates records;
8. Assessing and certifying completed works;
9. Servicing relevant committees;
10. Preparing product specifications and Terms of reference for construction works and services
11. Preparing bill of quantities for budget estimates for estates development and maintenance works
12. Preparing infrastructure and maintenance reports;
13. Managing relationship with external stakeholders
14. Preparing Estates reports;
15. Initiating aesthetic ways of face lifting the existing built facilities;
16. Monitoring and evaluating outsourced estates related services;
17. Appraising and mentoring staff.

Education Qualification and Experience

- Masters' degree in in Quantity Surveying or Architecture or other relevant fields
- 5 years' experience in the relevant field.
- Professional certification with relevant professional body

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Registrar (Academic Support Services)

Job Title	: Assistant Registrar (Academic Support Services)
Grade	: KU5
Location	: Registry Services Directorate
Responsible to	: Registrar
Responsible for	: Academic Support Assistant

Job Purpose

To provide efficient and effective academic support services

Key Duties and Responsibilities

1. Participating in developing and reviewing academic support policies, plans, strategies, systems, procedures and regulations;
2. Implementing and monitoring academic support services;
3. Coordinating recruitment and selection of students;
4. Providing advisory academic support services to line managers, students and stakeholders;
5. Managing students' registration, records and Information system;
6. Monitoring University academic information in the public domain;
7. Organizing academic functions;
8. Resolving queries relating to academic affairs;
9. Preparing academic transcripts, certifications and other documents;
10. Servicing relevant committees;
11. Appraising and mentoring staff.
12. Preparing periodic reports

Minimum Education Qualification and Experience

- Master's degree in Education, Business Administration, Education planning and other related fields)
- 5 years' experience in a relevant field.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Legal Services Officer

Post Title	: Senior Legal Services Officer
Grade	: KU7
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Legal)
Responsible for	: None

Purpose of the Job

To provide legal services

Key Duties and Responsibilities

1. Conducting litigations initiated by and against the University before the appropriate courts in close coordination with the concerned function
2. Providing legal advice to University management and staff on official matters
3. Proactively resolving legal issues and providing solutions to avoid litigation
4. Preparing cases for submission to outsourced legal service providers
5. Setting up systems to ensure compliance with statutory requirements
6. Liaising with outsourced legal service providers in the discharge of their obligations
7. Drafting, vetting and reviewing legal letters, contracts and agreements
8. Monitoring legal obligations under agreements
9. Guiding the University in interpretation of laws regarding all its functions
10. Producing relevant reports
11. Maintaining a database of statuses of all court matters
12. Representing the University at arbitration and mediation and negotiations
13. Participating in relevant committee meetings
14. Managing institutional legal risks

Education Qualification and Experience

- Bachelors' degree in law or relevant qualification
- Registered practitioner
- 3 years relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Security Officer

Job Title	: Senior Security Officer
Grade	: KU7
Location	: Security
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Assistant Security Officer

Job Purpose :

To provide of security advisory and management services

Key Duties and Responsibilities

1. Developing, reviewing and ensuring compliance to security standards, policies, and procedures
2. Preparing and reviewing security-related documents, reports, proposals, and tactical/strategic initiatives
3. Facilitating background checks on the employees hired by the University
4. Training security professionals or other members of staff in security rules, policies and procedures
5. Planning and managing security for special and high-profile corporate events
6. Advising staff and students on security issues
7. Escorting staff, students and visitors when necessary;
8. Supervising and assessing performance of outsourced security personnel;
9. Coordinating with public law enforcement and other agencies as/when required
10. Investigating security incidences
11. Assisting in emergency management and contingency planning
12. Managing executive/VIP security activities
13. Analyzing and evaluating security operations to identify risks or opportunities for improvement
14. Monitoring implementation of security policies, programs or procedures
15. Conducting periodic and unscheduled patrols of University premises;

Minimum Education Qualification and Experience

- Degree in Security Studies or related fields
- 3 years relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Human Resource Officer

Job Title	: Senior Human Resource Officer
Grade	: KU7
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Human Resource Officer (PMS) Human Resource Assistant

Job Purpose

To ensure effective development and implementation of human resource activities in the campus

Key Duties and Responsibilities

1. Supporting the development, review and implementation of HR policies, plans, programmes, strategies and procedures including budgets
2. Planning general human resource management activities
3. Coordinating grievance and dispute resolution meetings;
4. Coordinating review of collective bargaining agreements;
5. Coordinating and administering employee welfare matters;
6. Facilitating recruitment, selection and disciplinary processes;
7. Providing HR technical support and advice to line managers and staff;
8. Processing payroll, insurance and compensation of staff;
9. Facilitating the processing of terminal benefits and access to education/training loans and other opportunities;
10. Planning for recruitment and retention initiatives;
11. Providing recruitment and selection technical support to line managers;
12. Interpreting human resource practices and policies to staff
13. Preparing recruitment and selection reports and other reports as may be required
14. Managing staff contracts, deployment and leave; and HR Management Information system
15. Servicing appropriate committees;
16. Appraising and mentoring staff.

Education Qualification and Experience

- Bachelor's degree in Public or Business Administration, Human Resource and other related fields
- 3 years' experience in a relevant field at officer level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Human Resource Officer (Planning and Development)

Job Title	: Senior Human Resource Officer (Planning and Development)
Grade	: KU7
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Human Resource)
Responsible for	: None

Job Purpose

To provide human resource planning and facilitate learning and development of staff

Key Duties and Responsibilities

1. Participating in developing human resource planning and development policies, procedures and systems
2. Participating in developing staff training and induction materials;
3. Providing technical advice on training matters to line managers and staff;
4. Implementing training and staff development plans and activities;
5. Conducting training needs assessment;
6. Preparing projections of manpower requirements
7. Organizing and facilitating training and orientation sessions;
8. Evaluating implemented training programmes to measure results;
9. Maintaining staff skills inventory
10. Servicing Training Committee;
11. Providing career guidance services and succession planning;
12. Preparing training and development reports;
13. Appraising and mentoring subordinate staff.

Minimum Education Qualification and Experience

- Bachelors' degree in Human Resource or relevant fields
- 3 years' experience in a relevant field at office level.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Human Resource Management Officer (PMS)

Job Title	: Human Resource Management Officer (PMS)
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Senior Human Resource
Responsible for	: None

Job Purpose

To facilitate the implementation of the Performance Management System (PMS) and its alignment to business objectives

Key Duties and Responsibilities

1. Providing technical advice on performance management matters to staff;
2. Facilitating the formulation of performance agreements and appraisals;
3. Identifying performance gaps and recommend interventions;
4. Planning for performance management activities;
5. Providing induction on performance management to staff;
6. Managing performance management information system;
7. Ensuring adherence to University performance management calendar;
8. Preparing performance management reports;
9. Servicing relevant PMS committees;
10. Monitoring and evaluating PMS activities;
11. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's degree Public or Business Administration, HR and other related and relevant fields
- 3 years' experience in a relevant field.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Estates Officer

Job Title	: Estates Officer
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Works Supervisor

Job Purpose

To manage estates' maintenance services.

Key Duties and Responsibilities

1. Coordinating landscape architecture, waste management, space management and building services works;
2. Managing outsourced services for both maintenance and facilities;
3. Managing infrastructure and related maintenance and improvements;
4. Assessing and certifying completed works;
5. Servicing relevant committees;
6. Preparing product specifications and Terms of reference for construction works and services
7. Preparing bill of quantities for budget estimates for estates development and maintenance works
8. Preparing infrastructure and maintenance reports;
9. Managing relationship with external stakeholders;
10. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's degree in Quantity Surveying/Architecture or relevant field;
- 3 years' experience in the relevant field;
- Experience in maintenance works will be an added advantage
- Member of Board of Architects and Quantity Surveying

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Administration Officer

Job Title	: Administration Officer
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Transport Supervisor Driver Senior Front Desk Assistant Office Assistant

Job purpose :

To provide administrative services for smooth running of institutional operations

Key Duties and Responsibilities

1. Overseeing fleet management and maintenance;
2. Budgeting and monitoring the use of fuel for all institutional vehicles;
3. Authorizing transport requests;
4. Implementing administrative policies, regulations and procedures;
5. Monitoring and facilitating the maintenance of office facilities and furniture;
6. Managing outsourcing of services;
7. Allocating working space;
8. Managing inventory for the campus;
9. Safeguarding and issuing of sports equipment;
10. Hiring out facilities, equipment and other services;
11. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's degree Public or Business Administration, HR and other related fields
- 3 years of relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Administrative Assistant

Job Title	: Administrative Assistant
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Vice Chancellor
Responsible for	: None

Job Purpose:

To support and facilitate the efficient and effective delivery of services in respective offices assigned

Key Duties and Responsibilities

1. Drafting, typing, printing and opening correspondences and other documents;
2. Operating office equipment and reporting faults;
3. Maintaining relevant records
4. Filing and managing confidential correspondences and documents;
5. Managing and maintaining office supplies and accessories;
6. Managing and maintaining daily, mail register and contact list;
7. Attending to visitors, telephone calls and booking appointments
8. Making travel arrangements;
9. Providing logistical support during meetings, events, visits and conferences;
10. Taking and compiling minutes for meetings;
11. Participating in the development and review of office procedures and systems

Minimum Education Qualification and Experience

- Diploma in Business Administration, Administrative Studies, Secretarial Management, Office Administration or related fields
- Two years' relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Records Officer

Job Title	: Records Officer
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Records & Archives Assistant

Job Purpose

To ensure proper management of records and information for efficiency and effectiveness

Key Duties and Responsibilities

1. Creating and maintaining database to ensure quick retrieval of information;
2. Implementing records policies, strategies, systems and regulations;
3. Auditing the information that is created and presented for storage;
4. Implementing risk management interventions;
5. Managing the statutory requirement of the service;
6. Planning, monitoring and evaluation of records and information system and activities for the records section;
7. Providing training to staff on records management and use;
8. Managing all aspects of records transfer and disposal;
9. Producing relevant reports;
10. Supervising subordinate staff.

Minimum Education Qualification and Experience

- Bachelor's degree in Library and Information Sciences, Records Management or any related field
- 3 years relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Clinical Officer

Job Title	: Clinical Officer
Grade	: KUB
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Laboratory Technician Nurse/Midwife Technician Pharmacy Technician Clinic Clerk Clinic Attendant

Purpose of the Job

To provide health care services

Key Roles and Responsibilities

1. Participating in developing, reviewing, and monitoring implementation of health care policies, plans, programmes, strategies, systems, procedure and regulations including standards and budgets.
2. Providing primary health care services to staff, students and surrounding communities.
3. Diagnosing and treating patients
4. Developing and maintaining patients' database
5. Mobilizing resources for the clinic
6. Facilitating and implementing community outreach programmes
7. Preparing duty roster
8. Preparing reports
9. Appraising and mentoring staff

Qualifications

- Diploma in a relevant field
- 3 years' relevant experience in clinic management

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Academic Programmes Administrator

Job Title	: Academic Programmes Administrator
Grade	: KU8
Location	: Registry Services Directorate
Responsible to	: Administratively - Head of the School(s) assigned Functionally – Assistant Registrar (Academic Support Services)
Responsible for	: None

Job Purpose:

To support and facilitate the efficient and effective academic programmes administration services in the school assigned

Key Duties and Responsibilities

1. Planning and managing the operations of new/existing degree programmes
2. Assisting in timetabling/scheduling of classes, as well as booking of facilities
3. Assisting in exam matters such as proofreading exam scripts
4. Organizing and managing events such as workshops, meetings and dialogue sessions
5. Administering procurement process for various programmes
6. Managing and monitoring programme budgets, expenditure and assets
7. Recording notes/minutes of academic/faculty meetings
8. Managing student matters such as processing student claims and withdrawal
9. Assisting in the preparation for programme accreditation
10. Providing other programme support assignments as required
11. Assisting faculty by answering student questions and providing/locating desired information
12. Assisting in organizing and conducting school/departmental academic events, as directed,
13. Organizing the faculty evaluation process
14. Facilitating the maintenance and timely updating of the school/departmental website/databases
15. Verifying and processing student and part-time employee time records

Minimum Education Qualification and Experience

- Bachelor's Degree in Education or related fields
- Three (3) years' relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Administrative Assistant

Job Title	: Administrative Assistant
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Administratively - Head of the Office(s) assigned Functionally - Administration Officer
Responsible for	: None

Job Purpose:

To support and facilitate the efficient and effective delivery of services in respective offices assigned

Key Duties and Responsibilities

1. Drafting, typing, printing and opening correspondences and other documents;
2. Operating office equipment and reporting faults;
3. Maintaining relevant records
4. Filing and managing confidential correspondences and documents;
5. Managing and maintaining office supplies and accessories;
6. Managing and maintaining daily, mail register and contact list;
7. Attending to visitors, telephone calls and booking appointments
8. Making travel arrangements;
9. Providing logistical support during meetings, events, visits and conferences;
10. Taking and compiling minutes for meetings;
11. Participating in the development and review of office procedures and systems

Minimum Education Qualification and Experience

- Diploma in Business Administration, Administrative Studies, Secretarial Management, Office Administration or related fields
- Two years' relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Administration Officer

Job Title	: Assistant Administration Officer
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Assistant Registrar (Administration)
Responsible for	: Assistant Administration Officer Driver Handyman Senior Front Desk Assistant

Job purpose :

To provide administrative services for smooth running of institutional operations at the satellite campus

Key Duties and Responsibilities

1. Overseeing fleet management and maintenance at the satellite campus;
2. Budgeting and monitoring the use of fuel for all institutional vehicles for the satellite campus;
3. Authorizing transport requests;
4. Implementing administrative policies, regulations and procedures;
5. Monitoring and facilitating the maintenance of office facilities and furniture;
6. Managing outsourcing of services;
7. Allocating working space;
8. Managing inventory for the campus;
9. Safeguarding and issuing of sports equipment;
10. Hiring out facilities, equipment and other services;
11. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's degree Public or Business Administration, HR and other related fields
- 3 years of relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Security Officer

Job Title	: Assistant Security Officer
Grade	: KU9
Location	: Security
Responsible to	: Senior Security Officer
Responsible for	: None

Job Purpose

To assist in providing and managing security services

Key Duties and Responsibilities

1. Participating in developing, reviewing and ensuring compliance to security standards, policies, and procedures
2. Preparing security-related documents, reports, proposals, and tactical/strategic initiatives
3. Facilitating background checks on the employees hired by the University
4. Training security professionals or other members of staff in security rules, policies and procedures
5. Assisting in managing security for special and high-profile corporate events on campus or as delegated by the Security Officer
6. Advising staff and students on security issues
7. Escorting staff, students and visitors when necessary;
8. Participating in supervising outsourced security personnel;
9. Coordinating with public law enforcement and other agencies as/when required
10. Investigating security incidences
11. Assisting in emergency management and contingency planning
12. Managing executive/VIP security activities
13. Analyzing and evaluating security operations to identify risks or opportunities for improvement
14. Monitoring implementation of security policies, programs or procedures
15. Conducting periodic and unscheduled patrols of University premises;
16. Preparing security reports;

Minimum Education Qualification and Experience

- MSCE
- Diploma in Security Studies or related fields
- 2 years relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Transport Supervisor

Job Title	: Transport Supervisor
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Administration Officer
Responsible for	: Driver

Job Purpose

To assist in the management of University fleet

Key Duties and Responsibilities

1. Providing overall supervision to the Transport activities
2. Facilitating processing of insurance and certificates of fitness for institutional vehicles;
3. Preparing fuel consumption and monthly transport reports;
4. Maintaining vehicles records
5. Preparing transport schedules and routing of all utility transport facilities of the University
6. Monitoring fuel consumption and vehicle performance
7. Preparing fleet management annual budget estimates and other operational plans
8. Monitoring and promoting efficient utilization of transport and related resources
9. Organizing vehicle maintenance;
10. Processing accident claims and transport requests;
11. Facilitating special training courses for drivers.
12. Preparing vehicle preventive and routine maintenance schedules and enforcing their implementation.
13. Preparing monthly fleet management reports for management decision-making

Minimum Education Qualification and Experience

- Diploma in Transport and Logistics, Fleet Management or other related fields
- 3 years of relevant experience in relevant field.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Works Supervisor

Job Title	: Works Supervisor
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Estates Officer
Responsible for	: Handyman

Purpose of the Job

To facilitate timely and quality maintenance of University estates

Key Roles and Responsibilities

1. Monitoring construction and maintenance works
2. Inspecting activities on constructions sites
3. Inspecting materials going into construction projects
4. Implementing plans and designs according to standards
5. Requisitioning building materials
6. Monitoring compliance to OSHE standards
7. Preparing reports
8. Allocating work and appraising staff

Minimum Qualification and Experience

- Diploma in a relevant field
- 2 years' relevant experience at senior managerial level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Nurse/Midwife

Job Title	: Nurse/Midwife
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Clinical Officer
Responsible for	: None

Purpose of the Job

To provide nursing and midwifery services

Key Roles and Responsibilities

1. Taking vital signs
2. Administering and monitoring medications
3. Providing nursing care to clients including counseling of patients and guardians
4. Facilitating introduction of staff and students' medical schemes
5. Implementing community outreach programmes
6. Organizing and implementing training programmes on health-related matters
7. Maintaining clients and patients' data including drugs and supplies
8. Recommending re-order and disposal drugs and medical supplies
9. Preparing reports

Minimum Qualifications

- Diploma in nursing and midwifery
- 3 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Clinic Laboratory Technician

Job Title	: Clinic Laboratory Technician
Grade	: KU9
Location	: Registry Services Directorate
Responsible to	: Clinical Officer
Responsible for	: None

Purpose of the Job

To provide laboratory services

Key Roles and Responsibilities

1. Implementing laboratory policies, plans, systems, procedure and regulations and standards.
2. Collecting, processing and storing biological samples
3. Conducting laboratory tests and analyzing results
4. Ordering and safekeeping of reagents and supplies
5. Maintaining clients and patients' data including drugs and supplies
6. Counseling patients and guardians
7. Maintaining general cleanliness of the laboratory
8. Preparing reports

Qualifications

- Diploma and registered with relevant professional bodies
- 2 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Front Desk Assistant

Job Title	: Senior Front Desk Assistant
Grade	: KU10
Location	: Registry Services Directorate
Responsible to	: Administration Officer
Responsible for	: None

Job Purpose

To facilitate communication in the University internally and with external stakeholders

Key Duties and Responsibilities

- Attending to and directing visitors to appropriate offices
- Operating the switchboard
- Recording the incoming and outgoing telephone calls
- Receiving and signing for hand delivered mail and directing to relevant offices
- Reporting PBX faults for timely maintenance
- Taking and relaying messages
- Maintaining the time register
- Operating communication systems;
- Producing reports of communications;
- Compiling telephone usage data;
- Reporting communication equipment faults;
- Facilitating emergency response;

Minimum Education Qualification and Experience

- MSCE;
- Certificate Business Administration, Front Office Operations, HR, Marketing or related fields
- 1 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Handyman

Job Title	: Handyman
Grade	: KU10
Location	: Estates
Responsible to	: Works Supervisor
Responsible for	: None

Job Purpose

To support the provision of estates development services

Key Duties and Responsibilities

1. Maintaining and rehabilitating all carpentry works;
2. Submitting material requirements for maintenance and rehabilitation of carpentry works;
3. Checking quality of all carpentry materials on delivery by suppliers;
4. Recommending to the Estates office on the approved standards as they emerge;
5. Assisting in monitoring inspecting maintenance works performed by outside vendors;
6. Determining sources of carpentry malfunctions and making recommendations;
7. Inspecting and conducting repairs or maintenance as needed.
8. Undertaking minor electrical installation and maintenance works
9. Carrying out plumbing and carpentry works
10. Carrying out building maintenance works
11. Identifying and reporting areas that need major repairs
12. Preparing and submitting requisitions for required work materials

Minimum Education Qualification and Experience

- MSCE;
- Certificate in a relevant technical field
- 2 years' experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Records and Archives Assistant

Job Title	: Senior Records and Archives Assistant
Grade	: KU10
Location	: Registry
Responsible to	: Assistant Registrar (Records)
Responsible for	: Records and Archives Assistant

Job Purpose

To provide record management services

Key Duties and Responsibilities

1. Preparing records and computer databases;
2. Filing and securing of source documents of records;
3. Implementing relevant records policies, procedures, systems and regulations;
4. Facilitating access to records;
5. Issuing and receiving records;
6. Evaluating, selecting, retrieving and arranging materials;
7. Responding to queries and requests regarding records;
8. Preparation of relevant reports.
9. Appraising and mentoring staff

Minimum Education Qualification and Experience

- Certificate in Library and Information Sciences, Records Management or any related field
- 2 years relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Records and Archives Assistant

Job Title	: Records and Archives Assistant
Grade	: KU11
Location	: Registry Services Directorate
Responsible to	: Campus - Records Officer Head Office - Senior Records and Archives Assistant
Responsible for	: None

Job Purpose

To provide record management services

Key Duties and Responsibilities

1. Preparing records and computer databases;
2. Filing and securing of source documents;
3. Implementing relevant records policies, procedures, systems and regulations;
4. Facilitating access to records;
5. Issuing and receiving records;
6. Evaluating, selecting, retrieving and arranging materials;
7. Responding to queries and requests regarding records;
8. Preparation of relevant reports.

Minimum Education Qualification and Experience

- Certificate in Library and Information Sciences, Records Management or any related field
- One (1) year relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Human Resource Assistant

Job Title : Human Resource Assistant

Grade : KU11

Location : Human Resource

Responsible to : Human Resource Officer

Responsible for : Human Resource Assistant

Job Purpose :

To support the provision of human resource management services

Key Duties and Responsibilities

1. Arranging the deployment of staff;
2. Compiling and updating human resource records;
3. Preparing and updating schedule of staff leave days;
4. Preparing and drafting HR related correspondences;
5. Servicing recruitment interviews;
6. Facilitating processing of work permits for staff members;
7. Facilitating production of human resource work plans and reports;
8. Processing staff benefits.

Minimum Education Qualification and Experience

- Certificate in Human Resource or related fields
- 2 years' experience in relevant field

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Academic Support Services Assistant

Job Title	: Academic Support Services Assistant
Grade	: KU11
Location	: Registry Services Directorate
Responsible to	: Academic Support Services Officer
Responsible for	: None

Job Purpose

To support the provision of academic support services to the university

Key Duties and Responsibilities

1. Assisting in facilitating students' recruitment and selection;
2. Preparing academic schedules;
3. Assisting in facilitating academic events;
4. Assisting in registering students;
5. Maintaining students records;
6. Updating academic information on the website, social media and similar public forums;
7. Compiling academic data;
8. Advising prospective students on courses offered in the University;
9. Preparing students transcripts and certifications;
10. Preparing class room allocation;
11. Facilitating students' academic disciplinary hearing;

Minimum Education Qualification and Experience

- Certificate in Business Administration and other related fields
- 1 years' experience in relevant field.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Driver

Job Title	: Driver
Grade	: KU11
Location	: Registry Services Directorate
Responsible to	: Transport Supervisor/Assistant Administration Officer
Responsible for	: None

Job Purpose

To provide effective and safe driving services

Key Duties and Responsibilities

1. Driving members of the University and visitors as assigned
2. Cleaning vehicles;
3. Reporting on vehicle repair requirements and renewal of licenses, certificates and insurance;
4. Conducting daily and routine motor vehicle checks;
5. Maintaining vehicle logbook
6. Delivering mail and packages from/to various offices
7. Loading and off-loading official items.
8. Reporting vehicle issues and maintaining minor vehicle faults
9. Reporting breakdowns and accidents
10. Preparing vehicles status report

Minimum Education Qualification and Experience

- MSCE;
- Clean Driving License;
- Professional Driving Permit (PDP);
- 2 years' experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Clinic Clerk

Job Title	: Clinic Clerk
Grade	: KU11
Location	: Clinic
Responsible to	: Clinical Officer
Responsible for	: None

Purpose of the Job

To provide clinic clerical services

Key Roles and Responsibilities

1. Providing clinic front office services
2. Filing, securing and backing up clinic documents
3. Capturing, compiling and sorting clinic data
4. Taking details of patients

Minimum Qualifications and Experience

- MSCE
- Certificate in Records Management, Administrative Studies, Human Resource, or related fields
- One (1) year relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Clinic Attendant

Job Title	: Clinic Attendant
Grade	: KU12
Location	: Registry Services Directorate
Responsible to	: Clinical Officer
Responsible for	: None

Purpose of the Job

To provide support in clinical services

Key Roles and Responsibilities

1. Cleaning the clinic
2. Cleaning and maintaining clinic equipment and materials
3. Circulating files;
4. Ensuring safe custody of clinic materials
5. Reporting any clinic security cases

Minimum Education Qualifications and Experience

- MSCE
- 1 year experience relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Office Assistant

Job Title	: Office Assistant
Grade	: KU12
Location	: Registry Services Directorate
Responsible to	: Administration Officer
Responsible for	: None

Job Purpose

To provide office support services

Key Duties and Responsibilities

1. Cleaning offices and other areas as advised;
2. Collecting and delivering mail and messages;
3. Preparing refreshments
4. Circulating files and documents;
5. Distributing office reading material and consumables;
6. Operating office equipment;
7. Assist in providing front office services;
8. Preparing events venues;
9. Directing visitors to relevant offices;
10. Running office errands
11. Assist in supervising and guiding the outsourced cleaners.

Minimum Education Qualification and Experience

- MSCE;
- 1-year relevant work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.9. FINANCE AND INVESTMENTS DIRECTORATE

Director of Finance and Investments

Job Title	: Director of Finance and Investments
Grade	: KU3
Location	: Finance and Investments Directorate
Responsible to	: Vice Chancellor
Responsible for	: Deputy Director of Finance and Investments Investments Specialist

Main purpose of the job

To provide leadership and strategic direction in the management of financial resources, assets and investments.

Key Duties and responsibilities

1. Providing overall leadership and direction on financial and investment matters
2. Advising the University executive Management Team and the Council on matters relating to financial management and investments
3. Developing and reviewing financial and investment policies, plans, strategies, procedures and regulations
4. Overseeing management of assets insurance and pension portfolios
5. Coordinating and facilitating the development of budget estimates for the University and regulating expenditure to ensure conformity with approved budgets, existing regulations and grants contract
6. Authorizing payments
7. Implementing, monitoring and reviewing stores, financial and investment policies, plans, budgets, strategies, procedures and regulations
8. Designing and implementing internal controls
9. Developing and implementing resource mobilization and effective utilization strategies
10. Performing due diligence of investment opportunities; and investment portfolio risk assessment
11. Liaising with development partners, government and agencies and other stakeholders in the provision of support to the University's programmes
12. Preparing and presenting financial and investment reports and other reports
13. Servicing relevant committees of the Council

Education Qualification and Experience

- Master's degree in Accounting or related fields
- Professional accounting qualification
- 8 years' experience at management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Deputy Director of Finance and Investments

Job Title	: Deputy Director of Finance and Investments
Grade	: KU4
Location	: Finance and Investments Directorate
Responsible to	: Director of Finance and Investments
Responsible for	: Finance Manager Senior Grant Finance Officer

Main purpose of the job

To provide leadership and strategic direction in the management of financial resources, assets and investments.

Key Duties and responsibilities

1. Providing overall leadership and direction on financial management matters
2. Advising the Director of Finance and Investments relating to financial management
3. Participating in developing and reviewing financial and investment policies, plans, strategies, procedures and regulations
4. Participating in overseeing management of assets insurance and pension portfolios
5. Assisting in coordinating and facilitating the development of budget estimates for the University and regulating expenditure to ensure conformity with approved budgets, existing regulations and grants contract
6. Authorizing payments as delegated
7. Implementing, monitoring and reviewing stores, financial and investment policies, plans, budgets, strategies, procedures and regulations
8. Participating in designing and implementing internal controls
9. Participating in developing and implementing resource mobilization and effective utilization strategies
10. Assisting in performing due diligence of investment opportunities; and investment portfolio risk assessment
11. Liaising with development partners, government and agencies and other stakeholders in the provision of support to the University's programmes
12. Assisting in preparing and presenting financial and investment reports and other reports
13. Servicing relevant committees of the Council as delegated by the Director of Finance and Investments

Education Qualification and Experience

- Master's degree in Accounting or related fields
- Professional accounting qualification
- 8 years' experience at management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Finance Manager

Job Title	: Finance Manager
Grade	: KU5
Location	: Department
Responsible to	: Deputy Director of Finance and Investments
Responsible for	: Senior Finance Officer

Main purpose of the job

To provide financial management services

Duties and Responsibilities:

1. Advising the DFI on all aspects of Financial and assets management
2. Controlling and coordinating the University's accounting functions
3. Facilitating the preparation of budget estimates
4. Controlling of expenditure
5. Analyzing and consolidating management accounts and financial statements
6. Reviewing and analyzing the payroll
7. Facilitating the management and revaluation of assets and stores
8. Supporting the development and reviewing financial and investment policies, plans, strategies, procedures and regulations
9. Authorizing payments when delegated by the DFI
10. Implementing, monitoring and reviewing stores, financial and investment policies, plans, strategies, procedures and regulations
11. Supporting in designing and implementing internal controls
12. Supporting the development and implementation of resource mobilization strategies
13. Fostering efficient utilization of resources in the division
14. Managing audits including grants specific audits
15. Preparing financial accounts
16. Preparing and consolidating financial reports

Education Qualification and Experience

- Master's degree in Accounting or related fields
- Accounting professional qualification
- 5 years' experience at management level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Investments Specialist

Job Title	: Investments Specialist
Grade	: KU6
Location	: Finance and Investments Directorate
Responsible to	: Director of Finance and Investments
Responsible for	: Investments Officer

Main purpose of the job

To provide efficient and effective grants financial management.

Key Duties and Responsibilities:

1. Monitoring expenditure relating to grants to avoid overspending within projects
2. Providing advice on grants financial management matters
3. Consolidating grants management accounts, financial statements
4. Approving journal vouchers
5. Reviewing grants budgets and reconciliations
6. Monitoring grants periods and ensure that grant phase out financial requirements are adequately met and grants are smoothly phased out
7. Reviewing and consolidating grants financial reports in accordance with donor requirements in a timely manner.
8. Recommending disposal of fixed assets related to research grants
9. Facilitating smooth grants audits by providing necessary support and information in a timely manner
10. Implementing grants audits recommendations
11. Preparing of grants financial reports
12. Consolidating grants financial reports
13. Managing grants specific audits
14. Ensuring compliance of internal controls in relation to donor requirements.
15. Appraising and mentoring staff

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Accounting professional qualification
- 5 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Finance Officer

Job Title	: Senior Finance Officer
Grade	: KU7
Location	: Finance and Investments
Responsible to	: Finance Manager
Responsible for	: Senior Finance Officer

Main purpose of the job

To provide efficient and effective financial Management at Campus level.

Key Duties and Responsibilities

1. Overseeing the operations of accounts section in the Campus to ensure it is effective and efficient and managing queries related to payments
2. Preparing and monitoring campus budget and cash flows
3. Processing payments according to the established policies, procedures and the budget
4. Ensuring that payroll is up-to-date at all times and is ready in time for timely and accurate payment of salaries
5. Preparing campus annual budgets in conjunction with schools and other departments
6. Monitoring expenditure and advising on any deviations and overruns
7. Maintaining books of accounts and fixed assets register in the campus
8. Recommending strategies to achieve more efficiency in service delivery and resource utilization throughout the campus
9. Preparing financial reports for the campus
10. Coordinating and supporting financial audits within the campus
11. Responding to audit queries arising from internal and external auditors and providing information to internal or external Auditors in times of audit activities
12. Producing periodic reports
13. Preparing management accounts for the campus
14. Managing insurance portfolios for the campus
15. Facilitating the management and revaluation of assets and stores
16. Appraising and mentoring staff

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Accounting professional qualification
- 5 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Grants Finance Officer

Job Title	: Senior Grants Finance Officer
Grade	: KU7
Location	: Finance and Investments Directorate
Responsible to	: Deputy Director of Finance and Investments
Responsible for	: Grants Finance Officer

Main purpose of the job

To provide grants financial management services

Duties and Responsibilities:

1. Consolidating grants management accounts, financial statements
2. Approving journal vouchers
3. Conducting reconciliations
4. Preparing grants budgets in liaison with Principal Investigators
5. Checking costs that are chargeable to grants, adhering to internal control standards and donor requirements
6. Controlling expenditure to avoid overspending within projects
7. Assisting in monitoring grants periods and ensure that grant phase out financial requirements are adequately met and grants are smoothly phased out
8. Preparing, reviewing and consolidating grants financial reports in accordance with donor requirements in a timely manner.
9. Generating financial analysis on grant financial information that will provide management with information for decision making
10. Ensuring payments are made in compliance with donor requirement
11. Recommending disposal of fixed assets
12. Facilitating smooth grants audits by providing accurate information in a timely manner
13. Implementing grants audits recommendations

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Professional accounting qualification
- 3 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Investments Officer

Job Title	: Investments Officer
Grade	: KU8
Location	: Investments Division
Responsible to	: Investments Specialist
Responsible for	: None

Main purpose of the job

To provide investment management services

Duties and Responsibilities:

1. Drafting investment management accounts
2. Conducting investment reconciliations
3. Recommending disposal of obsolete fixed assets for Income Generating Units
4. Assessing and recommending establishment of appropriate investment portfolios
5. Conducting research to identify investment opportunities
6. Developing and maintaining investment records for University business units including insurance and claims records
7. Monitoring and reviewing performance of investment portfolios
8. Establishing and maintaining partnerships with financial institutions, professional advisers and other relevant stakeholders on investments matters.
9. Assisting in developing, reviewing and monitoring implementation of sound investment risks management mechanisms
10. Participating in mobilizing resources and monitoring its effective, efficient and economic utilization.
11. Preparing investments reports

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Professional accounting qualification
- 3 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Finance Officer

Job Title	: Finance Officer
Grade	: KU8
Location	: Finance
Responsible to	: Senior Finance Officer
Responsible for	: None

Main purpose of the job

To provide financial management services

Duties and Responsibilities:

1. Drafting budgets, financial statements and management accounts for campus, schools and corporate units
2. Checking journal vouchers, daily banking summaries, payment vouchers, cash imprest and advances for grant activities.
3. Preparing budgets, payroll reports, and schedules for audit, management accounts and assets disposal
4. Reconciling bank, receivables and payables accounts
5. Pricing of income generating activities
6. Collecting, updating and posting payroll data
7. Filing payroll and other relevant documents.
8. Preparing and maintaining tax records and accounting information in the system
9. Maintaining and updating Fixed Asset Register and records of accountable documents
10. Conducting general ledger reconciliations and stock-take
11. Checking purchases against LPOs and other relevant documents
12. Collecting debts
13. Monitoring and advising schools and corporate units on expenditure
14. Approving journal vouchers and daily banking summaries
15. Authorizing payment claims and vouchers
16. Managing fixed assets

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Accounting professional qualification
- 3 years' related work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Grants Finance Officer

Job Title	: Grants Finance Officer
Grade	: KU8
Location	: Grants Finance Section
Responsible to	: Grants Finance Officer
Responsible for	: None

Main purpose of the job

To provide grants financial management services

Duties and Responsibilities:

1. Consolidating grants management accounts, financial statements
2. Approving journal vouchers
3. Conducting reconciliations
4. Preparing grants budgets in liaison with Principal Investigators
5. Checking costs that are chargeable to grants, adhering to internal control standards and donor requirements
6. Controlling expenditure to avoid overspending within projects
7. Assisting in monitoring grants periods and ensure that grant phase out financial requirements are adequately met and grants are smoothly phased out
8. Preparing, reviewing and consolidating grants financial reports in accordance with donor requirements in a timely manner.
9. Generating financial analysis on grant financial information that will provide management with information for decision making
10. Ensuring payments are made in compliance with donor/grant requirement
11. Recommending disposal of fixed assets related to grants
12. Facilitating smooth grants audits by providing accurate information in a timely manner
13. Implementing grants audit recommendations
14. Preparing periodic reports

Education Qualification and Experience

- Bachelor's degree in Accounting or related fields
- Professional accounting qualification
- 3 years' relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.10.

STUDENT AFFAIRS DIRECTORATE

Director of Student Affairs

Post Title	: Director of Student Affairs
Grade	: KU3
Location	: Directorate
Responsible to	: Vice Chancellor
Responsible for	: Student Affairs Manager Student Affairs Officer

Job Purpose

To provide overall strategic leadership, operational management and administrative direction of student affairs functions in the University.

Key Duties and Responsibilities

1. Providing leadership and management of student affairs in the University
2. Coordinating activities and programmes associated with student internships, industry attachment and career guidance;
3. Developing, implementing, monitoring and reviewing students' welfare policies, plans, strategies, systems, regulations and procedures
4. Advising the Vice Chancellor, other line managers and committees on students' affairs matters:
5. developing and reviewing student welfare policies, rules and regulations in line with overall University strategies and policies;
6. Serving as a member of students disciplinary committee on conduct and academic matters;
7. Serving as a patron of the student representative body;
8. Being the point of contact on all matters affecting students' welfare;
9. Maintaining alumni relationship with the University;
10. Developing and implementing resource mobilization strategies
11. Handling students' complaints and grievances;
12. Supervising and mentoring staff

Education, Qualification and experience

- Master degree in Management, Education, Health related field or related fields;
- 8 years' relevant experience at management level.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Student Affairs Manager (General and International Affairs)

Job Title	: Student Affairs Manager (General and International Affairs)
Grade	: KU5
Location	: Student Affairs Section
Responsible to	: Student Affairs Manager
Responsible for	: Assistant Student Affairs Officer Coach Counsellor Chaplain Warden

Job Purpose

To provide student welfare services to ensure quality of life for international and other students in the University.

Key Duties and Responsibilities

1. Planning, directing and implementing campus student affairs programs
2. Participating in developing and reviewing students' affairs policies, plans, strategies, systems, regulations and procedures
3. Interpreting, implementing and monitoring students' affairs policies, plans, strategies, systems, regulations and procedures
4. Serving as a member of relevant committees as delegated by the Director;
5. Conducting investigations and attending to students' disciplinary matters, complaints and grievances;
6. Establishing and maintaining effective working relationship with students, staff, external stakeholders and general public
7. Advising line managers and students on welfare matters;
8. Providing support to vulnerable and special needs students
9. Managing and coordinating international students' affairs including marketing and recruitment
10. Facilitating the integration of international students
11. Implementing resource mobilization plans
12. Maintaining databank for special student issues, alumni and relevant stakeholders
13. Scouting technical experts in counselling, sports and other relevant areas;
14. Appraising and mentoring staff.

Education, Qualification and Experience

- Masters' degree in Management, Education or related fields;
- 5 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Student Affairs Officer

Job Title	: Student Affairs Officer
Grade	: KU8
Location	: Student Affairs Section
Responsible to	: Student Affairs Manager
Responsible for	: Assistant Student Affairs Officer Coach Counsellor Chaplain Warden

Job Purpose

To provide student welfare services to ensure quality of student life in the University.

Key Duties and Responsibilities

1. Planning, directing and implementing campus student affairs programs
2. Participating in developing and reviewing students' affairs policies, plans, strategies, systems, regulations and procedures
3. Interpreting, implementing and monitoring students' affairs policies, plans, strategies, systems, regulations and procedures
4. Serving as a member of relevant committees as delegated by the Director;
5. Coordinating, establishing and monitoring operations of students' clubs, societies, associations and other extra-curricular programmes
6. Conducting investigations and attending to students' disciplinary matters, complaints and grievances;
7. Establishing and maintaining effective working relationship with students, staff, external stakeholders and general public at campus level
8. Advising line managers and students on welfare matters;
9. Providing support to vulnerable and special needs students
10. Providing support in the management and coordination of international students' affairs including marketing and recruitment
11. Facilitating the integration of international students
12. Implementing resource mobilization plans
13. Maintaining databank for special student issues, alumni and relevant stakeholders
14. Scouting technical experts in counselling, sports and other relevant areas;
15. Appraising and mentoring staff.

Education, Qualification and Experience

- Bachelors' degree Management, Education or related fields;
- 3 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Student Affairs Officer

Job Title : Assistant Student Affairs Officer

Grade : KU9

Location : Student Affairs

Responsible to : Student Affairs

Responsible for : None

Job Purpose

To support the provision of student welfare services

Key Duties and Responsibilities

1. Compiling and handling student's welfare issues
2. Allocating rooms to students and handling keys
3. Identifying and reporting hostel faults for maintenance
4. Monitoring hostel sanitation and hygiene
5. Reporting non-compliance of students in halls of residence
6. Reporting security and maintenance issues in halls of residence
7. Maintaining inventory of furniture, mattresses, equipment and keys in halls of residence
8. Maintaining record of local and international students
9. Processing study permits for students;
10. Updating the website, social media and similar public forums on students' welfare activities;
11. Liaising with students on welfare issues;
12. Providing logistical support during student welfare functions;
13. Facilitating students disciplinary hearing;
14. Maintaining scholarship records and following up with students' scholarship funders on payments;
15. Processing insurance and compensation issues for students;
16. Preparing reports
17. Appraising and mentoring staff

Education, Qualification and Experience

- Diploma in related field;
- 3 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Sports Coach

Job Title	: Sports Coach
Grade	: KU9
Location	: Student Affairs
Responsible to	: Student Affairs Officer
Responsible for	: None

Job Purpose

To provide technical expertise in sports

Key Duties and Responsibilities

1. Teaching relevant sports skills, tactics and techniques
2. Monitoring and enhancing performance in various sporting disciplines
3. Providing sports instruction, encouragement and constructive feedback
4. Advising students on health and lifestyle-related issues
5. Developing training programmes
6. Undertaking administrative tasks
7. Facilitating sports promotion and development
8. Resolving relevant disputes and grievances
9. Mentoring students in various disciplines including athletics
10. Accompanying students during sporting activities

Education, Qualifications and Experience

- Diploma in Sports Administration, Physical Education or related fields
- 2 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Warden

Job Title	: Warden
Grade	: KU9
Location	: Student Affairs
Responsible to	: Student Affairs Officer
Responsible for	: None

Job Purpose

To provide student welfare support services in the halls of residence

Key Duties and Responsibilities

1. Coordinating student's allocation in halls of residence
2. Reinforcing tenancy agreements for residential students
3. Facilitating maintenance and repair in halls of residence
4. Providing welfare support for students who may be experiencing personal problems or difficulties in halls of residences
5. Supporting new residents settle in halls of residence
6. Linking students with Student Affairs Officer
7. Monitoring sanitation and hygiene in halls of residence
8. Monitoring security and safety of students in the halls of residence
9. Preparing reports
10. Maintaining residences inventory;
11. Resolving minor disputes among students;
12. Facilitating social activities to support the development of a sense of community;
13. Ensuring compliance with residences regulations;
14. Providing leadership in case of emergency;
15. Recording and reporting all significant incidences;

Education, Qualifications and Experience

- Diploma in Hospitality management, Housekeeping or related fields;
- 2 years' relevant experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Chaplain

Job Title	: Chaplain
Grade	: KU9
Location	: Student Affairs Directorate
Responsible to	: Student Affairs Officer
Responsible for	: None

Job Purpose

To provide moral and spiritual support to students for their general well-being

Key Duties and Responsibilities

1. Participating in developing, implementing, monitoring and reviewing students' welfare policies, plans, strategies, systems, regulations and procedures related to chaplaincy
2. Providing advice to line managers in matters relating to religion and morals at campus level.
3. Providing general counselling to students.
4. Attending to pastoral needs of students
5. Coordinating religious services of the various groups on campus in liaison with student leaders
6. Presiding over ceremonies like funerals and memorial services and other relevant special events
7. Developing and maintaining rapport between the University and religious bodies

Qualification, Experience & Competencies

- Diploma in Theology, Religious Studies or Spiritual Leadership in relevant fields
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Counsellor

Job Title	: Counsellor
Grade	: KU9
Location	: Student Affairs
Responsible to	: Students Affairs Officer
Responsible for	: None

Job Purpose

To promote psychosocial wellbeing of students

Key Duties and Responsibilities

1. Providing psychotherapy and counselling services
2. Providing crisis intervention, consultation and referral services
3. Administering and interpreting psychological assessments
4. Providing outreach programmes on a variety of mental health topics to the campus community
5. Facilitating various training programs related to psychosocial wellbeing
6. Monitoring and recording clients' progress;
7. Developing therapeutic processes;

Education, Qualifications and Experience

- Diploma in Education or related fields
- 2 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.11. QUALITY ASSURANCE DEPARTMENT

Chief Quality Assurance Officer

Job title	: Chief Quality Assurance Officer
Grade	: KU4
Location	: Quality Assurance Department
Responsible to	: Vice Chancellor
Responsible for	: Quality Assurance Manager (Operations) Quality Assurance Manager (Operations)

Main purpose of the job :

To ensure compliance to quality standards and requirements of provision of services across all systems in the University.

Key Duties and Responsibilities

1. Developing, reviewing, implementing and monitoring quality assurance and enhancement policies, plans, programmes, strategies, procedures including budgets
2. Leading the development of quality management and academic regulatory frameworks
3. Facilitating and enforcing compliance with internal and external quality assurance standards, regulatory, professional bodies and legal frameworks
4. Developing, reviewing and implementing schedule of cycles for academic programmes in liaison with Executive Deans
5. Initiating and coordinating quality assurance audits
6. Mobilizing resources and monitoring its effective, efficient and economic utilization
7. Developing and maintaining partnership with government, industry and other relevant institutions, development partners and international communities
8. Initiating and coordinating institutional assessments, outreach programmes and tracer studies
9. Preparing reports
10. Collating and distributing information from regulatory bodies (e.g. The National Council for Higher Education and other relevant professional bodies) and monitoring quality compliance by the University.
11. Establishing and communicating a University calendar to be followed in the internal monitoring processes;
12. Monitoring and fostering efficient utilization of resources in the department
13. Assisting in organizing and contributing to the University inductions for quality assurance and any other associated seminars/workshops that may be arranged from time to time;
14. Appraising and mentoring staff

Key Duties and Responsibilities

- Master's Degrees in a relevant field
- 7 years relevant work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Quality Assurance Officer (Academic)

Job title : Senior Quality Assurance Officer (Academic)

Grade : KU7

Location : Quality Assurance Department

Responsible to : Chief Quality Assurance Officer

Responsible for : Quality Assurance Officer (Academic)

Main purpose of the job

To collect data, analyse and prepare reports on adherence to quality standards on all academic functions in the University.

Key Duties and Responsibilities

1. Initiating the process of quality assurance monitoring directed at all academic programmes and activities of the University
2. Assisting Executive Deans to coordinate staff performance evaluation by students and analysing the data in liaison with Heads of Departments every semester;
3. Preparing reports on the quality monitoring exercises;
4. Receiving feedback from concerned academic heads on agreed action points from Senate and preparing action plans for unresolved quality issues;
5. Determining, negotiating and agreeing in-house quality procedures evaluation;
6. Ensuring that the Teaching and Learning Development Centre is informed of the outcomes of internal and external evaluations;
7. Gathering information and working with academic heads in the formulation of the University quality monitoring framework;
8. Preparing a schedule for cycles of academic reviews for all programmes of the University.
9. Working with Executive Deans in the University to review each programme at the end of the approved cycle;
10. Assisting in production of academic programme evaluation report for submission to Senate;
11. Maintaining records for academic programme reviews;
12. Determining training needs for academic staff;
13. Organizing workshops to train members of staff in matters related to quality enhancement;
14. Conducting academic quality audit and producing a report for submission to the University Senate.
15. Collecting and keeping annual records from internal and external examination moderators.

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant field
- Three (3) years' relevant experience at officer level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Quality Assurance Officer (Operations)

Job title : Senior Quality Assurance Officer (Operations)

Grade : KU7

Location : Quality Assurance Department

Responsible to : Chief Quality Assurance Officer

Responsible for : Quality Assurance Officer (Operations)

Main purpose of the job

To collect data, analyse and write reports on adherence to quality standards on policy and administrative systems, estates and students' affairs in the University.

Key Duties and Responsibilities

1. Assessing the University physical facilities to ensure that they are meeting the standards set by University and regulatory bodies.
2. Monitoring institutional equipment and have an up-to-date equipment inventory.
3. Monitoring transport facilities for administrative, teaching and research support.
4. Assessing security of the college premises.
5. Monitoring and ensuring that the University's water supply and sanitation services meets quality standards.
6. Assessing student accommodation, food, recreation, health services.
7. Assessing and monitoring academic support services for students.
8. Assessing and monitoring ICT infrastructure and services.
9. Developing and distributing a schedule for assessing learning and teaching resources.
10. Facilitating assessment of facilities (library, ICT, classrooms, laboratories, etc.) and services for purpose of improving teaching and learning.
11. Keeping an up-to-date record of all teaching and learning resources in the college.
12. Preparing and submitting periodic reports.

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant field
- Three (3) years' relevant experience at officer level

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Quality Assurance Officer (Academic)

Job title	: Quality Assurance Officer (Academic)
Grade	: KU8
Location	: Quality Assurance Department
Responsible to	: Senior Quality Assurance Officer (Academic)
Responsible for	: None

Main purpose of the job

To collect data, analyse and prepare reports on adherence to quality standards on all academic functions in the University.

Key Duties and Responsibilities

1. Planning for Quality Assurance and enhancement activities for the assigned portfolio
2. Organizing inductions and workshops on quality assurance
3. Managing and maintaining relevant records
4. Preparing relevant reports
5. Disseminating of quality assurance information to relevant stakeholders
6. Conducting follow ups on quality assurance and enhancement related recommendations
7. Compiling feedback on service provision.
8. Conducting quality assurance and enhancement audits
9. Analysing data for quality assurance purposes.

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant field
- 3 years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Quality Assurance Officer (Operations)

Job title : Quality Assurance Officer (Operations)

Grade : KU8

Location : Quality Assurance Department

Responsible to : Chief Quality Assurance Officer

Responsible for : None

Main purpose of the job

To collect data, analyze and write reports on adherence to quality standards on policy and administrative systems, estates and students' affairs in the University.

Key Duties and Responsibilities

1. Assessing the University physical facilities to ensure that they are meeting the standards set by University and regulatory bodies.
2. Monitoring institutional equipment and have an up-to-date equipment inventory.
3. Monitoring transport facilities for administrative, teaching and research support.
4. Assessing security of the college premises.
5. Monitoring and ensuring that the University's water supply and sanitation services meets quality standards.
6. Assessing student accommodation, food, recreation, health services.
7. Assessing and monitoring academic support services for students.
8. Assessing and monitoring ICT infrastructure and services.
9. Developing and distributing a schedule for assessing learning and teaching resources.
10. Facilitating assessment of facilities (library, ICT, classrooms, laboratories, etc.) and services for purpose of improving teaching and learning.
11. Keeping an up-to-date record of all teaching and learning resources in the college.
12. Preparing and submitting periodic reports.

Minimum Education Qualifications and Experience

- Bachelors' degree in a relevant field
- Three (3) years' relevant experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.12. RESOURCE MOBILIZATION DEPARTMENT

Chief Resource Mobilization Officer

Post Title	: Chief Resource Mobilization Officer
Grade	: KU4
Location	: Chief Resource Mobilization Officer
Responsible to	: Vice Chancellor
Responsible for	: Relationships Manager Business Development. Manager

Job Purpose

To lead in the development and implementation of resource mobilization strategy of the University.

Key Roles and Responsibilities

1. Undertaking effective financial engineering to unlock and mobilize private capital into the university,
2. Leading in the development of the University's existing and new enterprises in line with its vision
3. Initiating, developing and reviewing business development policies, plans and strategies
4. Preparing reports
5. Leads the development and implementation of a comprehensive resource mobilization & enterprise development strategy.
6. Leading in the development of appropriate resource Mobilization & enterprise development policies.
7. Leading in the development of business plans for existing and new commercial entities.
8. Leading the conduct of major resource mobilization campaigns.
9. Developing tools for identifying, cultivating and managing relationships.
10. Negotiating with donors and other external partners for development of multi- year programmatic initiatives.
11. Championing the development of partner and alumni data bases necessary for effective and efficient relationship management.
12. Fostering effective working relationships, engagement and responsiveness of internal collaborating functions essential for successful resource mobilization and enterprise development.
13. Appraising and mentoring staff

Minimum Qualifications and Experience

- Master's degree in Business Administration, Economics, Finance and related fields
- 7 years' senior management experience in Finance, resource mobilization and commercial enterprise development.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Business Development Manager

Post Title	: Business Development Manager
Grade	: KU5
Location	: Resource Mobilization Department
Responsible to	: Chief Resource Mobilization Officer
Responsible for	: Business Development Specialist

Job Purpose

To be responsible for identifying potential business opportunities that can be exploited into expanded or new businesses for the university.

Key Roles and Responsibilities

1. Initiating, developing and reviewing business development policies, plans and strategies
2. Conduct internal assessment of business potential inherent in schools and departments
3. Conduct an external assessment of products and services that are demanded by the university that can be developed into own enterprises
4. Evaluating and proposing appropriate funding options for the enterprises
5. Assisting in nurturing the growth of the new enterprises
6. Developing the IP commercialization policy.
7. Working with schools and academic teams to identify high value IP that can be exploited or commercialized
8. Championing the licensing of significant IP
9. Developing and executing IP exploitation plans
10. Securing business incubation partnerships and funding options
11. Evaluating and recommending funding options and negotiate funding terms
12. Conducting business planning of spin out companies
13. Assisting in nurturing the spin out companies
14. Encouraging staff to seek to commercially evaluate new ideas arising out of research and development
15. Preparing reports

Qualifications & Experience

- Minimum of a Master's Degree in entrepreneurship, marketing or finance
- Professional qualification (CIMA, CIM, ACCA)
- 5 years' experience in business planning or enterprise development experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Relationships Manager

Post Title	: Relationships Manager
Grade	: KU5
Location	: Resource Mobilization Department
Responsible to	: Chief Resource Mobilization Officer
Responsible for	: Relationships Specialist

Job Purpose

To be responsible for building, nurturing and growing relationships for purposes of raising resources from partners.

Key Roles and Responsibilities

1. Initiating, developing and reviewing policies, plans and strategies relating to partnerships
2. Prospecting for new partnerships
3. Establishing new partnerships
4. Nurturing and growing partnerships
5. Maintaining the data base of partnerships in a manner that facilitates better communication with and fundraising from partners.
6. Assessing appropriate fundraising channels and fundraising vehicles to use in fundraising activities
7. Developing tailor-made key messages for fundraising purposes
8. Organizing fundraising activities
9. Drafting funding proposals
10. Preparing reports

Qualifications & Experience

- Minimum of a Master's Degree in entrepreneurship, marketing or finance
- Professional qualification (CIMA, CIM, ACCA)
- 5 years' experience in business planning or enterprise development experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Business Development Specialist

Post Title	: Business Development Specialist
Grade	: KU6
Location	: Resource Mobilization Department
Responsible to	: Business Development Specialist Manager
Responsible for	: None

Job Purpose

To be responsible for identifying potential business opportunities that can be exploited into expanded or new businesses for the university.

Key Roles and Responsibilities

1. Initiating, developing and reviewing business development policies, plans and strategies
2. Conduct internal assessment of business potential inherent in schools and departments
3. Conduct an external assessment of products and services that are demanded by the university that can be developed into own enterprises
4. Evaluating and proposing appropriate funding options for the enterprises
5. Assisting in nurturing the growth of the new enterprises
6. Developing the IP commercialization policy.
7. Working with schools and academic teams to identify high value IP that can be exploited or commercialized
8. Championing the licensing of significant Intellectual Property
9. Developing and executing IP exploitation plans
10. Securing business incubation partnerships and funding options
11. Evaluating and recommending funding options and negotiate funding terms
12. Conducting business planning of spin out companies
13. Assisting in nurturing the spin out companies
14. Encouraging staff to seek to commercially evaluate new ideas arising out of research and development
15. Preparing reports

Qualifications & Experience

- Bachelor's Degree in entrepreneurship, marketing or finance
- Professional qualification (CIMA, CIM, ACCA)
- 5 years' experience in business planning or enterprise development experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Relationships Specialist

Post Title	: Relationships Specialist
Grade	: KU6
Location	: Resource Mobilization Department
Responsible to	: Relationships Manager
Responsible for	: None

Job Purpose

To be responsible for building, nurturing and growing relationships for purposes of raising resources from partners.

Key Roles and Responsibilities

1. Initiating, developing and reviewing policies, plans and strategies relating to partnerships
2. Prospecting for new partnerships
3. Establishing new partnerships
4. Nurturing and growing partnerships
5. Maintaining the data base of partnerships in a manner that facilitates better communication with and fundraising from partners.
6. Assessing appropriate fundraising channels and fundraising vehicles to use in fundraising activities
7. Developing tailor-made key messages for fundraising purposes
8. Organizing fundraising activities
9. Drafting funding proposals
10. Preparing reports

Qualifications & Experience

- Minimum of a Bachelor's Degree in entrepreneurship, marketing or finance
- Professional qualification (CIMA, CIM, ACCA)
- 5 years' experience in business planning or enterprise development experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.13. PROCUREMENT AND DISPOSAL DIVISION

Procurement and Disposal Manager

Job Title	: Procurement and Disposal Manager
Grade	: KU5
Location	: Procurement and Disposal Division
Responsible to	: Vice Chancellor
Responsible for	: Procurement Officer

Job Purpose

To manage procurement activities in compliance with legal requirements while adopting best practices in procurement.

Key Duties and Responsibilities

1. Developing, implementing, monitoring and reviewing procurement policies, plans, strategies, systems and procedures;
2. Providing procurement related advisory services to all line managers and users;
3. Processing procurement documents such as such bidding documents LPO, IPDC minutes procurement reports etc.
4. Managing contract administration to ensure delivery of goods/services is in accordance with the contract terms and user requirements;
5. Carrying out research on market trends on key product prices, availability and suppliers
6. Drafting contract documents, orders and similar documents in accordance with IPC instructions
7. Analyzing supplier performance;
8. Preparing and submitting relevant reports and records to PPDA
9. Planning and monitoring procurement activities;
10. Servicing IPDC;
11. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's Degree in Procurement/ Procurement and Logistics or relevant field
- Master's Degree in Supply Chain management or relevant field
- CIPS Professional Qualification
- Must be a member of MIPS
- 5 years' experience at a leadership position in procurement

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Procurement and Disposal Officer

Job Title	: Procurement and Disposal Officer
Grade	: KU8
Location	: Procurement and Disposal Division
Responsible to	: Procurement and Disposal Manager
Responsible for	: Assistant Procurement and Disposal Officer

Job Purpose

To be responsible for carrying out procurement of goods, works and services in an efficient and cost-effective manner within the University's policies and in compliance with legal requirements while adopting best practices in procurement.

Key Duties and Responsibilities

1. Participating in the planning, implementation and monitoring campus procurement activities;
2. Preparing campus procurement reports;
3. Processing procurement documents;
4. Managing the bidding process;
5. Managing the assets disposal process;
6. Determining product specifications and Terms of Reference in liaison with Heads of Departments;
7. Providing procurement related advisory services to all line managers and users;
8. Maintaining procurement records;
9. Managing contract administration to ensure delivery of goods/services is in accordance with the contract terms and user requirements;
10. Carrying out research on market trends on key product prices, availability and suppliers
11. Drafting contract documents, orders and similar documents in accordance with IPC instructions
12. Attending to client's queries;
13. Preparing and submitting relevant reports and records to PPDA;
14. Servicing internal procurement committee;
15. Appraising and mentoring staff.

Minimum Education Qualification and Experience

- Bachelor's Degree in Procurement/Procurement/Bachelor of Supply Chain and Logistics on any relevant field.
- CIPS Professional Qualification
- Must be a member of MIPS
- 3 years' experience in a similar position

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Procurement and Disposal Officer

Job Title	: Assistant Procurement and Disposal Officer
Grade	: KU9
Location	: Procurement and Asset Disposal Division
Responsible to	: Procurement and Asset Disposal Officer
Responsible for	: Procurement Assistant

Job Purpose

To support procurement services

Key Duties and Responsibilities:

1. Assisting in planning, implementation and monitoring portfolio procurement activities
2. Assisting in production of portfolio procurement reports
3. Assisting in processing procurement documents
4. Assisting in managing the bidding process
5. Determining product specifications in liaison with Heads of Departments;
6. Assisting in maintaining procurement records
7. Attending to client's queries
8. Appraising and mentoring procurement assistants.

Minimum Education Qualification and Experience

- Diploma in in Procurement/Supply Chain and Logistics on any relevant field.
- Must be a member of MIPS;
- 2 years' work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Procurement and Disposal Assistant

Job Title	: Procurement and Disposal Assistant
Grade	: KU11
Location	: Procurement Division
Responsible to	: Assistant Procurement Officer
Responsible for	: None

Job Purpose

To support procurement and asset disposal activities

Key Duties and Responsibilities

1. Capturing data for all procurement activities;
2. Checking and verifying procured goods and services;
3. Attending to procurement queries;
4. Preparing LPOs and procurement schedules;
5. Registering and distributing tender documents;
6. Maintaining procurement records.

Education Qualification and Experience

- MSCE;
- Certificate in relevant field;
- One (1) year work experience.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.14. MARKETING AND COMMUNICATION DIVISION

Marketing and Communications Manager

Job Title	: Marketing and Communications Manager
Grade	: KU5
Location	: Marketing and Communications Division
Responsible to	: Vice Chancellor
Responsible for:	: Communications Officer Marketing Officer

Purpose of the Job

To be responsible for leading the development and management of all spheres of marketing activities to drive the institution's growth, publicity and reputation.

Key Duties and Responsibilities

1. Developing, reviewing and overseeing the implementation of marketing, communication and public relations management strategies, annual plans, procedures and budget that is in line with the University's overall corporate strategy and delivers the KUHeS brand promise.
2. Managing marketing research
3. Identify opportunities to reach new market segments and expand market share
4. Coordinate market needs assessment studies with registry, schools and other business units
5. Coordinate Identification of potential programmes, products and services to be launched and work closely with registry, schools and business units to establish viability (technically & financially).
6. Leading in development and implementation of programme/product and service launch plans.
7. Leading in reviewing the performance of programmes, products and services periodically to identify gaps and recommend corrective action.
8. Leading in the development of value adding social responsibilities programmes.
9. Overseeing the implementation of corporate social responsibility programmes
10. Appraising and mentoring staff

Minimum Educational Qualifications and Experience

- Master's degree in Business administration or equivalent qualifications in a relevant field.
- Membership of a relevant professional marketing body.
- 4 years' work experience as head of marketing or communication preferably within the higher education industry

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Marketing Officer

Job Title	: Marketing Officer
Grade	: KU8
Location	: Marketing and Communications
Responsible to	: Marketing and Communications Manager
Responsible for	: None

Purpose of the Job

To ensure that all marketing operations are successful in meeting the goals set by the University.

Key Roles and Responsibilities

1. Developing, reviewing and managing implementation of plans, policies and strategies
2. Facilitate the development, procurement and distribution of marketing promotional material
3. Monitoring and evaluating marketing strategies and take corrective action
4. Providing guidance, advice and updates to KUHeS staff on matters relating to marketing, ensuring that the University's marketing objectives are achieved and professional brand standards and key messages are maintained
5. Organizing and attending marketing activities or events to raise brand awareness of the University;
6. Planning advertising and promotional campaigns for products or services on a variety of media (social, print etc.);
7. Liaising with stakeholders and vendors to promote success of activities and enhance the University's presence;
8. Coordinating and writing the School's entries into University prospectuses
9. Conducting market research to identify opportunities for promotion and growth and
10. Collaborating with Head of Department in preparing budgets and monitoring expenses
11. Representing KUHeS at different marketing fora.
12. Preparing periodic reports

Relevant qualifications

- Degree in Marketing or related fields
- 3 years' work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Communications Officer

Job Title	: Communications Officer
Grade	: KU8
Location	: Marketing and Communications
Responsible to	: Marketing and Communications Manager
Responsible for	: Creative Designer

Purpose of the Job

To develop and implement high impact communication campaigns that create awareness of the university and its undertakings and enhance its image and reputation.

Key Roles and Responsibilities

1. Participating in developing, reviewing and managing implementation of brand marketing, creative, high impact communications campaigns, University Crisis Communications, and external communication plans
2. Leading in the development of corporate content and messaging and support its use across KUHeS.
3. Reviewing and managing the brand profile of the University.
4. Developing, reviewing and managing implementation of Internal communication programmes and activities
5. Assisting in managing and monitoring KUHeS Communication policy implementation
6. Managing media relations
7. Participating in developing a CSR strategy and plan and implementing all CSR and community outreach activities
8. Supporting the planning, organizing and publicizing promotional, business and social events of the university
9. Ensuring the continual development of the website by develop partnership working arrangements with staff across the University to facilitate University content development and maintenance and lead in the development of annual plans for the ongoing development of the site.
10. Ensuring that the website is sector leading, meets user needs and is fully integrated with social media and other communications channels.
11. Leading in the development of a strategic plan; services and facilities for alumni to encourage them to remain engaged with the University.
12. Identifying and utilizing opportunities for alumni to enhance University marketing and recruitment ambitions in a way which is also beneficial to them.
13. Coordinating and managing timely production of KUHeS annual report and internal newsletter
14. Coordinating relationships and monitoring third party partners performance for effective execution of joint programs.
15. Producing reports on Communication activities and events
16. Monitoring and controlling resource utilization to achieve efficiency and effectiveness.

Relevant qualifications

- Degree in Marketing/Communication or related fields
- 3 years' work experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Creative Designer

Job Title	: Creative Designer
Grade	: KU9
Location	: Marketing and Communication Division
Responsible to	: Communication Officer
Responsible for	: None

Purpose of the Job

To shape the visual aspects of KUHeS communication campaigns, tools and promotion materials.

Key Duties and Responsibilities

1. Defining creative design requirements in terms of time, budget and personnel; and managing external design works agencies
2. Visualizing and creating graphics, animations, videos
3. Working hand in hand with Communication team in developing concepts and themes for KUHeS communication campaigns that apply across different media
4. Monitoring and tracking performance of visual and creative content in communication campaigns
5. Managing photography and video shooting sessions
6. Overseeing management of image, photo and video library

Minimum Educational Qualifications and Experience

- Degree in Design, Fine Arts or related fields
- 3 years work experience in designing adverts (multimedia), newsletters, website designs & content etc.

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.15. PLANNING, MONITORING AND EVALUATION DIVISION

Planning, Monitoring and Evaluation Manager

Job Title	: Planning, Monitoring and Evaluation Manager
Grade	: KU5
Responsible to	: Planning
Location	: Planning, Monitoring and Evaluation Manager Division
Responsible for	: Planning and Strategy Specialist Senior Monitoring and Evaluation Officer

Purpose of the Job

To provide technical support to all the functions of KUHeS so as to ensure that the development and implementation of the University Strategic Plan meets the highest standards, and in particular.

Key Roles and Responsibilities

1. Supporting the process of development and updating of KUHeS strategy working with university management and staff to follow a process that includes appropriate stakeholder engagement while also adhering to standards and building in learning and ensuring that KUHeS is focused on achieving these in strategy.
2. Contributing towards the measurement of strategy by providing data on progress of implementation.
3. Leading the development of a comprehensive M&E Plan and System for KUHeS.
4. Leading the development of annual budgets and work plans for the M&E and university schools/departments and staff, looking at key targets for each year and how these will contribute to supporting departments and research projects to contribute to strategy; ensure that these are appropriate to budget availability
5. Taking lead in the design and implementation of a monitoring framework to track delivery against KUHeS goals and objectives.
6. Taking lead in the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement.
7. Facilitating periodic evaluations of KUHeS projects and academic programmes to determine impact levels.
8. Providing regularly updated reports to the Senior Management Team on the status of implementation against KUHeS goals and objectives.
9. Working with the different Schools, faculty and departments in preparing performance reports for the Council.
10. Working with grants Project Managers to ensure timely and quality technical reports as per KUHeS standards and donor requirements
11. Preparing periodic reports

Minimum Education Qualifications and Experience

- Masters' Degree in a relevant field
- 5 years' work experience

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Planning and Strategy Specialist

Job Title	: Planning and Strategy Specialist
Grade	: KU6
Location	: Planning, Monitoring and Evaluation Division
Responsible to	: Planning, Monitoring and Evaluation Manager
Responsible for	: Planning Officer

Purpose of the Job

To manage the development and implementation processes of the strategic plan and associated initiatives, projects and activities.

Key Roles and Responsibilities

1. Assisting the executive team in developing the mission and vision of the organization
2. Assisting senior management in formulating the strategy that aims to achieve the mission and vision
3. Translating strategic plan into concrete strategic and operational objectives and activities that can be clearly communicated to organizational members
4. Preparing implementation plan to guide the execution of the University Strategic plan and associated initiatives and activities
5. Coordinating implementation of KUHeS Strategic Plan and change/reform programs and associated initiatives, projects and activities
6. Supporting development and implementation of school/departmental and other sectoral plans and ensure they are aligned to the Strategic Plan
7. Supporting review, adaptation and adjustment of the Strategic Plan to reflect the changing circumstances.
8. Ensuring alignment of the KUHeS Strategies, Goals and Objectives to Government Requirements
9. Supporting the planning and management of surveys/research related to the Strategic Plan and change/reforms agenda.
10. Communicating and transmitting the strategy's evolution to the rest of the organization
11. Organizing and leading the Strategic Review Meetings and documenting the agreements and adjustments approved during the meetings for their follow-up
12. Acting as a liaison among the distinct areas to ensure that the strategic initiatives receive the necessary resources and attention for their completion
13. Ensuring that all operation areas are correctly aligned with the corporate strategy to guarantee that they are all working towards a common goal

Minimum Education Qualifications and Experience

- Masters' Degree in a relevant field
- 5 years' work experience

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Senior Monitoring and Evaluation Officer

Post Title	: Senior Monitoring and Evaluation Officer
Grade	: KU7
Location	: Planning, Monitoring and Evaluation
Responsible to	: Planning, Monitoring and Evaluation Manager
Responsible for	: Monitoring and Evaluation Officer

Job Purpose

To provide technical support to all the functions of KUHES so as to ensure that the implementation of the University Strategic Plan meets the highest standards.

Key Roles and Responsibilities

1. Leading in the design and implementation of a monitoring framework to track delivery of services against KUHES goals and objectives.
2. Leading the development of annual work plans for the M&E and university schools/departments and staff
3. Supporting the process of data collection, capturing, collation, quality assessments, analysis, and ensure it is available in simple-to-use formats for stakeholder engagement.
4. Adapting or developing tools and methodologies to meet the strategy output and outcome monitoring requirements in collaboration with heads of schools and departments.
5. Reviewing monitoring data regularly and systematically to ensure correct analysis and interpretation.
6. Guiding departments to develop action plans to support implementation of actions, based on evidence and lessons learned.
7. Providing overall technical guidance for quality baselines, surveys and evaluation processes.
8. Tracking best practices in monitoring and evaluation.
9. Supporting and contributing to the development of Management Information System
10. Establishing and maintaining relevant networks in M&E in the country and internationally.
11. Representing KUHES in relevant coordination meetings if and when delegated.
12. Facilitating coordination with other actors such as relevant Government departments, and other NGOs if and when delegated
13. Preparing reports
14. Appraising and mentoring staff

Qualifications & Experience

- At least a Master's Degree in Public health, Epidemiology, Social Science, Statistics, Economics, Project Management disciplines or related field.
- 5 years' relevant work experience in Monitoring and Evaluation

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Planning Officer

Job Title	: Planning Officer
Grade	: KU8
Location	: Planning, Monitoring and Evaluation Division
Responsible to	: Planning and Strategy Specialist
Responsible for	: None

Purpose of the Job

To manage the development and implementation processes of the strategic plan and associated initiatives, projects and activities.

Key Roles and Responsibilities

1. Monitoring and managing the development and implementation of projects and assess their contribution to the university strategy.
2. Co-ordinating and guiding the development of University budget
3. Preparing reports and data on strategic projects for key University Committees ensuring and appropriate level of detail to inform the strategic decision-making process.
4. Devising systems to monitor student intakes on new programmes and review the programmes' performance against targets
5. Preparing management information and Key Performance Indicators to inform strategic decision making
6. Extracting student, staffing and financial information from databases and management information systems for collation and presentation for corporate planning;
7. Compiling and submitting data of returns to funding and regulatory bodies;
8. Co-ordinating student recruitment planning; and understanding the impact of student intake targets on recruitment activities and business planning;
9. Developing costing and resource allocation models;
10. Facilitating the linkage between academic and resource planning;
11. Providing strategic management information; official institutional statistics; and current, archive and projected data to support quality audits;
12. Maintaining of published institutional statistics;
13. Coordinating the development and review of the University's Governance policies and responses.
14. Managing and reporting of the University's risk management procedures and key performance indicator reporting
15. Providing input to the University's strategic planning process
16. Any further duties as commensurate with the scope of the role

Minimum Education Qualifications and Experience

- Masters' Degree in a relevant field
- 5 years' work experience

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KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Monitoring and Evaluation Officer

Post Title	: Monitoring and Evaluation Officer
Grade	: KU8
Location	: Planning, Monitoring and Evaluation Division
Responsible to	: Senior Monitoring and Evaluation Officer
Responsible for	: None

Job Purpose

To assist in providing technical support to all the functions of KUHeS so as to ensure that the implementation of the University Strategic Plan meets the highest standards.

Key Roles and Responsibilities

1. Participating in designing and implementation of a monitoring framework to track delivery against KUHeS goals and objectives.
2. Leading the development of annual work plans for the M&E and university schools/departments and staff
3. Supporting the process of data collection, capturing, collation, quality assessments, analysis, and ensure it is available in simple-to-use formats for stakeholder engagement.
4. Participating in adapting or developing tools and methodologies to meet the strategy output and outcome monitoring requirements in collaboration with heads of schools and departments.
5. Reviewing monitoring data regularly and systematically to ensure correct analysis and interpretation.
6. Guiding departments to develop action plans to support implementation of actions, based on evidence and lessons learned.
7. Providing technical guidance for quality baselines, surveys and evaluation processes.
8. Tracking best practices in monitoring and evaluation.
9. Participating in establishing relevant networks in M&E in the country and internationally.
10. Representing KUHeS in relevant coordination meetings if and when delegated.
11. Facilitating coordination with other actors such as relevant Government departments, and other NGOs if and when delegated
12. Preparing reports

Minimum Qualifications & Experience

- Bachelor's Degree in Public health, Epidemiology, Social Science, Statistics, Economics, Project Management disciplines or related field.
- 5 years' relevant work experience in Monitoring and Evaluation

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

2.16. INTERNAL AUDIT DIVISION

University Internal Auditor

Job Title	: University Internal Auditor
Grade	: KU4
Location	: Internal Audit
Responsible to	: Administratively to VC Functionally to University Council
Responsible for	: Internal Auditor

Purpose of the Job

To provide an independent and objective assurance on the efficacy of control systems, corporate governance and risk management and value addition interventions

Key Roles and Responsibilities

1. Developing, reviewing, implementing, and monitoring internal audit and risk management policies, plans, strategies, programmes, systems and procedures including budgets
2. Reviewing and advising on the effectiveness and adequacy of financial and operational systems and procedures.
3. Setting, developing and monitoring compliance with internal control procedures, systems, statutory rules and regulations.
4. Identifying key risk areas in consultation with Management and advising on appropriate interventions
5. Conducting performance and investigative audits in liaison with relevant stakeholders.
6. Collaborating with external auditors on audit matters.
7. Undertaking pre-audit and post audit of financial, stores and personnel records as may be required.
8. Following up on audit queries to ensure audit observations are properly and adequately addressed
9. Preparing reports and servicing relevant committees
10. Appraising and mentoring staff

Minimum Education Qualifications and Experience

- Master's degree plus professional qualification
- 5 years relevant post qualification experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Internal Auditor

Job Title	: Internal Auditor
Grade	: KU8
Location	: Internal Audit
Responsible to	: University Internal Auditor
Responsible for	: Assistant Internal Auditor

Purpose of the Job

To provide internal audit services

Key Roles and Responsibilities

1. Reviewing, implementing, and monitoring internal audit and risk management policies, plans, strategies, programmes, systems and procedures including budgets
2. Conducting internal audits in line with local and international best practices
3. Conducting investigations on any incidents of fraud, theft, forgeries, accidents and other losses and advise remedial measures
4. Reviewing and advising on the effectiveness and adequacy of financial, administrative and operational practices, systems and procedures.
5. Testing the validity and reliability of financial, accounting and other data and reporting any deviations
6. Monitoring and advising on compliance with internal control procedures, systems, statutory rules and regulations.
7. Identifying key risk areas and advising on appropriate interventions
8. Collaborating with external auditors on audit matters.
9. Undertaking pre-audit and post audit of financial, stores and personnel records as may be required.
10. Reviewing of audit files, preparing and submitting reports

Minimum Education Qualifications and Experience

- Bachelor's degree.
- 3 years relevant post qualification experience

KAMUZU UNIVERSITY OF HEALTH SCIENCES (KUHeS)

Job Descriptions and Person Specifications

Assistant Internal Auditor

Job Title	: Assistant Internal Auditor
Grade	: KU9
Location	: Internal Audit Department
Responsible to	: University Internal Auditor
Responsible for	: None

Purpose of the Job

To assist in developing a risk-based audit plan, budget and timelines for the Internal Audit o provide internal audit services

Key Roles and Responsibilities

1. Providing assistance to the UIA to complete the Annual Audit Plan within present deadlines
2. Assisting in developing audit scope and audit programs for assigned audit engagements
3. Preparing internal audit working papers and reports for review by the UIA
4. Conducting follow-up audits and ensure that previous audit recommendations are implemented: and
5. Assisting in conducting investigations
6. Identifying key risk areas and advising on appropriate interventions
7. Collaborating with external auditors on audit matters
8. Undertaking pre-audit and post audit of financial, stores and personnel records as may be required
9. Reviewing of audit files, preparing and submitting reports

Minimum Education Qualifications and Experience

- At least a Bachelor's Degree in Accountancy or Internal Audit:
- Two (2) years' experience in a bust Internal Audit Unit and external Audit Firm.

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