



VACANCIES

The University would like to engage suitably qualified individuals on the following vacancies tenable in both academic and administration departments:

ACADEMIC VACANCIES

DIRECTOR OF RESEARCH

Duties

This individual will coordinate research activities of the university including research initiatives, team and individual grant proposals. The Director will have the initiative, creativity, leadership skills to foster activities that promote highest impact of faculty research. The Director will lead development, writing, editing, production, and internal evaluation of new grant proposals and will re-target grant proposals towards new funding initiatives.

Qualification and Experience

The candidate for the post of Director of Research must have a PhD, a minimum of 10 years of proven research, a minimum of twelve (12) publications (of which eight (8) are in refereed Journals or Books and two (2) are books, evidence of successful grant proposals, an ability to shoulder heavy administrative duties, recognized service to the community, membership to Professional Organizations.

The candidate

He/she must possess adequate leadership experience as well as high degree of competence, integrity and dependability. The candidate should have excellent interpersonal skills. He/ She should have the ability to interact successfully with academic as well as business and regulatory personnel. Work effectively as either a leader or team member to ensure that departmental goals are met.

Professor/Associate Professor/Senior Lecturer/ Lecturer

in the following disciplines:

- Business and Management
- Accounting
- Public Sector Management
- Entrepreneurship
- Marketing
- Economics
- Logistics and Supply Chain
- Human Resource Management
- Banking and Finance
- Social Work
- Information Technology- IT
- E- Commerce
- Graphic Design
- Public Relations and Events Management
- Journalism and Media Studies
- Theology
- Education- (English, Mathematics, Geography, History, Social Studies)

Qualifications & Experience

Applicants for the post of Professor should hold a PhD with relevant teaching/research experience. Those applying for Associate Professor/Senior Lecturer should have a PhD or Master's degree with relevant teaching/research experience. The applicants for the post of Lecturer should have a Master's degree plus teaching experience.

ADMINISTRATION VACANCIES

REGISTRAR

Duties

The Registrar is the Chief Administrative Officer of the University responsible to the Vice-Chancellor for the day-to-day administrative work of the University. By virtue of his/her position, the Registrar is a Principal Officer of the University.

Qualifications, Experience and Attributes

Candidates must possess a good university Master's degree and at least 5 years experience in similar position. A PhD qualification will be an added advantage.

The Candidate shall be a person of high integrity and moral character with excellent interpersonal relations. He/ She must be able to instil confidence in others and command the loyalty and respect of people. He/ She must fully understand the complexity of university system and must be able to effectively utilize its human resources to attain a world class administrative system. He/ She must be ICT compliant.

ADMISSIONS OFFICER

Duties

Admissions Officer is responsible for handling all aspects of the student recruitment efforts in a fast-paced, service and compliance-driven environment. This position is responsible for helping individuals interested in enrolling with Millennium University by responding to inquiries of prospective students, conducting campus tours, and taking students through the entire application and enrolment process.

As an Admissions Officer, he/she will work very closely with the Admissions/Marketing staff of the University. The roles will also include providing administrative support and participating in student recruitment activities i.e., Open Days, Exhibitions, and Student Recruitment shows etc.

Qualifications and Work Experience

Education

A bachelor's degree in marketing, Business Administration, or any other related field with a bias in Marketing.

Work Experience

- A minimum 2-year work experience.
- A proven customer service, sales and administrative experience will be an added advantage.

Skills

The prospective candidate must:

- Be detail-oriented and have a focus on informing and assisting prospective students and maintaining high ethical standards and attention to compliance with university policies and regulations.
 - Possess the energy and determination necessary to provide valuable and timely services to prospective and newly enrolling students.
 - Have strong computer skills (Excel, PowerPoint, World Wide Web etc.)
 - Excellent oral and written communication skills.
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METHOD OF APPLICATION

Interested candidates are required to submit the Applications including detailed Curriculum Vitae with addresses of three traceable referees to:

**THE VICE CHANCELLOR
MILLENNIUM UNIVERSITY
P.O Box 2797
BLANTYRE**

The applications must reach the Vice-Chancellor not later than **20th June 2022**. Only applications of shortlisted candidates will be acknowledged.

Submission of Applications is only through electronic mail. A full electronic submission of the application with accompanying materials to be mailed as attachment in PDF or MS Word format to: ***muappointments@gmail.com***, clearly indicating the position applied for.

Terms of Appointment: Successful candidates will be offered employment either on Permanent Basis or on Contract and will be mutually agreed.

Remuneration: The University offers attractive remuneration package which is commensurate with one's qualification and experience.

YOU ARE THEREFORE INVITED TO BE PART OF THE WINNING TEAM