



Malawi Institute of Management

TEACHING VACANCIES

Background

The Malawi Institute of Management (MIM) is Malawi's premier Institute in leadership and management training, research, consultancy and advisory services. The Institute would like to recruit lecturers to teach courses at Postgraduate and Undergraduate levels.

Applicants are therefore invited to apply for the following positions:

Position 1: Lecturer/Senior Lecturer/Associate Professor/Professor in Public Policy (tenable in Blantyre)

Required Qualifications and Experience

- A minimum of a Master's Degree in Development Studies or any Policy related programmes. Those with higher qualifications will have an added advantage;
- At least 5 years practical experience in teaching policy related courses at Bachelor and Masters level;
- Should have strong research skills; and
- Be self-motivated and innovative with the ability to work under pressure

Position 2: Lecturer/Senior Lecturer/Associate Professor/Professor in Information and Communication Technology (tenable in Lilongwe)

Required Qualifications and Experience

- A minimum of a Master's Degree in Informatics, Business Information Systems or Information Technology. Those with higher qualifications will have an added advantage;
- Should have CCNA and Microsoft Certification;
- At least 5 years practical experience in teaching ICT and Business Information related courses at Bachelor and Masters level;
- Should have strong research skills; and
- Be self-motivated and innovative with the ability to work under pressure

Key Duties and Responsibilities

- Teach assigned courses, administer examinations and timely submission of results for assessment;
- Carry out invigilation assignments;
- Perform learner tutorial duties, including progress monitoring of learning, action planning and target setting, and provision of advice and guidance;
- Organize, prepare and regularly revise and update all course materials in line with quality assurance standards;
- Participate in curriculum review activities;
- Encourage and maintain proper communication channels with fellow staff and students;
- Participate in staff appraisal and related activities and staff development and training;
- Assist with marketing, learner recruitment and evaluation of courses and course materials as appropriate;
- Utilize educational technology (such as PowerPoint, remote access to syllabi and grades, classroom projection systems, online courses or course components with interactive capabilities) to enhance teaching and learning;
- Establish positive classroom relationships with students by being actively engaged in the classroom and laboratories;
- Implement good practice in respect of MIM Equal Opportunities, Health and Safety, Students' Protection and Data Protection policies;
- Enforce and adhere to University policies regarding disciplinary problems, including plagiarism or cheating; and
- Attend and participate in faculty and committee meetings.

Method of Application

Applicants with necessary qualification and experience should address their application letters with detailed curriculum vitae, contact details and three traceable referees to the address below not later than Wednesday, 31st October 2018.

The Executive Director
Malawi Institute of Management
P.O. Box 30801
LILONGWE 3
mimexecutive@mim.ac.mw

Only shortlisted candidates will be acknowledged.