

VACANCY

EXECUTIVE DEANS (INTERNAL)

The University of Malawi, a premier public institution committed to excellence in teaching, research, innovation, and community engagement, invites applications from suitably qualified, experienced, and visionary leaders for appointment to the position of Executive Dean.

The appointments are for a three (3) year fixed-term contract, effective 1st April 2026.

The positions are available in the following five schools and will report to the Deputy Vice Chancellor:

1. School of Arts, Communication and Design;
2. School of Education;
3. School of Humanities and Social Sciences;
4. School of Law, Economics and Government; and
5. School of Natural and Applied Sciences.

ROLE PURPOSE

The Executive Dean is the chief academic and administrative officer of a School and provides strategic leadership to advance academic excellence, research productivity, innovation, and effective governance in line with the University of Malawi's vision and strategic plan.

KEY RESPONSIBILITIES

The Executive Dean shall be responsible for, but not limited to, the following:

Strategic Leadership and Governance

- Provide visionary leadership in the development and implementation of the School/University strategic plans aligned with the University's mission.
- Ensure effective governance, policy implementation, and compliance with University regulations and national higher education standards.

Academic Excellence

- Promote high-quality teaching and learning, curriculum development, and academic program review.

- Ensure the delivery of relevant, innovative, and internationally competitive academic programmes.

Research, Innovation, and Outreach

- Provide leadership in research, innovation, consultancy, and community engagement.
- Promote grant acquisition, research partnerships, and interdisciplinary collaboration at national, regional, and international levels.

Human Resource Management

- Provide effective leadership and management of academic and professional staff.
- Foster staff development, mentorship, performance management, and succession planning.
- Financial and Resource Management
- Oversee budgeting, financial planning, and efficient utilization of resources within the School/University.
- Promote income-generating activities and sustainable resource mobilization.

Student Affairs and Experience

- Ensure a conducive academic environment that supports student success, welfare, and inclusivity.
- Promote academic integrity, discipline, and student engagement.

External Relations

- Represent the School and the University in national, regional, and international forums.
- Build and sustain partnerships with industry, government, alumni, and development partners.

REQUIRED QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A Doctoral degree in a relevant discipline from a recognised university.
- Must hold the rank of a Senior Lecturer or above, with a strong and sustained record of teaching, research, and publication.
- At least five (5) years of senior academic leadership experience, such as Head of Department, Dean, Director, or equivalent.
- Proven experience in strategic planning, financial management, and institutional governance.
- Demonstrated ability to attract research funding and build collaborative networks.
- Strong leadership, communication, interpersonal, and change-management skills.
- High level of integrity, professionalism, and commitment to academic excellence.

TERMS AND CONDITIONS OF SERVICE

- Appointment is for a three (3) year contract, commencing 1st April 2026.
- Competitive remuneration and benefits package commensurate with qualifications and experience, in accordance with University of Malawi conditions of service.

APPLICATION PROCEDURE

Interested candidates should submit:

- A detailed Curriculum Vitae.
- A cover letter outlining suitability for the position.
- A statement of leadership vision for the School (maximum 3 pages).
- Certified copies of academic and professional qualifications.

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- Names and contact details of three (3) referees, one of whom must be the current or most recent employer.

Applications should be clearly marked "Application for Executive Dean Position" and submitted to: vacancies@unima.ac.mw

Closing Date: Applications must be received on or before 1st February, 2026

The University of Malawi is an equal opportunity employer. Qualified women are strongly encouraged to apply.