

VACANCIES

HEADS OF ACADEMIC DEPARTMENT (INTERNAL)

The University of Malawi (UNIMA), a leading public higher education institution committed to excellence in teaching, research, innovation, and community engagement, invites applications from suitably qualified, experienced, results-oriented and highly motivated individuals for appointment to the position of **Head of Academic Department** for the following departments:

SCHOOL OF ARTS, COMMUNICATION AND DESIGN

1. Academic Careers & Literacy
2. Drama & Theatre Studies
3. Music & Dance
4. Media & Communication

SCHOOL OF EDUCATION

1. Early Childhood and Primary Education
2. Education Foundations Department
3. Higher Education Management and Professional Development
4. Language Education
5. Science, Mathematics and Technology Education

6. Social Sciences Education

SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

1. History, Archaeology and Heritage Studies
2. Language, Linguistics and Classical Studies
3. Literary Studies
4. Philosophy
5. Psychology and Medical Humanities
6. Sociology and Population Studies
7. Theology and Religious Studies

SCHOOL OF LAW, ECONOMICS AND GOVERNMENT

1. Economics
2. Leadership and Management Studies
3. Politics and Government
4. Private Law
5. Public Law and Clinical Legal Education

SCHOOL OF NATURAL AND APPLIED SCIENCES

1. Biological Sciences
2. Chemistry and Chemical Engineering
3. Computing
4. Geography, Earth Science and Environment
5. Human Ecology and Agricultural Sciences
6. Mathematical Sciences
7. Physics and Electronics

STRATEGIC PURPOSE OF THE POSITION

The Head of Academic Department is a key driver in the implementation of the University of Malawi Strategic Plan at the departmental level. The role exists to provide visionary academic leadership, strengthen teaching and learning, advance research and innovation, enhance graduate employability, mobilise resources, and ensure effective governance and accountability within the department.

KEY DUTIES AND RESPONSIBILITIES

Head of Department shall:

1. Provide strategic leadership in implementing University and School strategic objectives at departmental level.
2. Ensure delivery of high-quality, relevant, and market-responsive academic programmes aligned with national and global development priorities.
3. Promote a strong research, innovation, and postgraduate training culture that contributes to knowledge generation and societal impact.

4. Lead curriculum review, development, and accreditation in line with quality assurance standards.
5. Strengthen resource mobilisation initiatives, including consultancies, grants, partnerships, and income-generating activities.
6. Ensure effective human capital development, performance management and mentoring.
7. Promote digital transformation in teaching, learning, research, and departmental administration.
8. Ensure prudent management of departmental finances, assets, and infrastructure in line with good governance principles.
9. Enhance student success through effective academic advising, monitoring of progression, and inclusive learning environments.
10. Foster strategic partnerships with industry, government, professional bodies, and international institutions.
11. Prepare and submit strategic plans, annual work plans, budgets, and performance reports.
12. Uphold ethical standards, accountability, and institutional values of the University of Malawi.

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A Doctoral degree in a relevant discipline from a recognised university.
- Must hold the academic rank of Senior Lecturer or above.
- At least five (5) years' experience in university teaching, research, and academic administration.

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- Evidence of research productivity, postgraduate supervision, and grant or project involvement.
 - Demonstrated leadership and management experience within higher education.
 - Proven ability to contribute to strategic planning, institutional growth, and financial sustainability.
 - Strong communication, interpersonal, and change management skills.

Applications should be sent to:
vacancies@unima.ac.mw.

Closing Date: Applications must be received **on or before 1st February, 2026**. Only shortlisted candidates will be contacted.

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

MODE OF APPLICATION

Interested candidates should submit the following:

1. A signed application letter clearly stating the department applied for;
2. A detailed Curriculum Vitae highlighting leadership, research, and strategic contributions;
3. Certified copies of academic and professional certificates;
4. Names and contact details of three (3) traceable referees, at least one of whom should be an immediate supervisor.