VACANCIES

HEADS OF RESEARCH & INNOVATION, POSTGRADUATE STUDIES, ODEL AND RESEARCH CENTRES

(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 following positions:

1. HEAD OF RESEARCH AND INNOVATION

PURPOSE OF THE POSITION

The Head of Research and Innovation will provide operational and strategic leadership in the coordination, management and development of research and innovation activities across the University to improve research quality, funding, compliance, and impact.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Director of Research, Innovation and Postgraduate Studies, the successful candidate will be responsible for, but not limited to, the following:

1. Coordinate and support the implementation of UNIMA's institutional research strategy and policies.
2. Oversee research development services, including grant identification, proposal development and submission support.
3. Strengthen institutional systems for research governance, ethics, compliance and integrity.

4. Monitor and report on research performance, outputs, impact and key performance indicators.
5. Support academic staff and research centres in securing external research funding.
6. Manage research information systems, research databases and reporting to national and international bodies.
7. Facilitate interdisciplinary and collaborative research initiatives within the University and with external partners.
8. Support capacity building in research methods, grant writing and research management.
9. Ensure compliance with funder, regulatory and institutional requirements.
10. Provide secretariat and technical support to University research committees.
11. Oversee the coordination, promotion and management of intellectual property and innovations

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A PhD or equivalent qualification from a recognised institution.
- Must hold the academic rank of Senior Lecturer (or equivalent) or above.
- At least 5 years of relevant experience in research leadership, research management or senior academic roles.
- Demonstrated understanding of research governance, ethics and compliance frameworks.
- Proven experience in supporting successful grant applications and research project management.
- Strong analytical, reporting and research information management skills.
- Experience working with national, regional and international funding agencies and partners.

2. HEAD OF POSTGRADUATE STUDIES

PURPOSE OF THE POSITION

The Head of Postgraduate Studies will provide leadership, oversight, and coordination of all postgraduate academic programmes and processes at UNIMA to ensure quality, efficiency, compliance, and alignment with the University's Strategic Plan.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Director of Research, Innovation and Postgraduate Studies, the successful candidate will be responsible for, but not limited to, the following:

1. Initiating, formulating, interpreting, enforcing and reviewing postgraduate studies rules, regulations and policies

2. Coordinating and monitoring the running, progress and completion of 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 areas and recruitment of students and external examiners for postgraduate 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. Coordinating the consideration and processing of postgraduate student research proposals, theses and dissertations;

8. Marketing and mobilizing resources for postgraduate programmes and students' scholarships.

9. Coordinating selection, admission, and assessment of postgraduate students

10. Monitor and ensure high standards in supervision, assessment, and progression of postgraduate students.

11. Coordinate admissions, registration, examination, and graduation processes for all postgraduate programmes.

12. Support postgraduate research quality, compliance with ethical standards, and timely completion.

13. Strengthen institutional postgraduate information management systems and reporting.

14. Provide secretariat and technical support to relevant postgraduate committees and boards.

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A PhD or equivalent qualification from a recognised institution.
- Must hold the academic rank of Senior Lecturer or above.
- At least 5 years of relevant experience in postgraduate programme coordination, academic leadership, or senior academic positions.
- Demonstrated knowledge of postgraduate academic policies, regulations, and quality assurance frameworks.
- Strong understanding of research supervision, student mentorship, and academic governance.
- Experience in managing academic programmes, including curriculum development and accreditation processes.

- Excellent organizational, analytical, and communication skills.

3. HEAD OF OPEN, DISTANCE AND E-LEARNING

PURPOSE OF THE POSITION

The Head of Open Distance and e-Learning will provide strategic and operational leadership for the planning, implementation, and management of all distance and online learning programmes at UNIMA. The role aims to improve the quality, reach, and impact of e-learning offerings and ensure alignment with national and international standards.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Deputy Vice-Chancellor, the successful candidate will be responsible for, but not limited to, the following:

1. Lead the development, implementation, and management of UNIMA's ODeL strategy and programmes.
2. Oversee curriculum development, online course design, and digital pedagogy for distance learning.
3. Ensure quality assurance and compliance with institutional, national, and international e-learning standards.
4. Promote faculty training and capacity building in online teaching, learning technologies, and e-pedagogy.

5. Manage e-learning systems, platforms, and infrastructure to ensure efficient and reliable delivery.
6. Support student engagement, academic advising, and monitoring of student progress in online programmes.
7. Mobilize funding and partnerships to expand and improve e-learning initiatives.
8. Facilitate research and innovation in online and distance education.
9. Provide secretariat and technical support to committees overseeing ODeL activities.

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A PhD or equivalent qualification with preference in Education, Educational Technology, Instructional Design, e-Learning, or a closely related field.
- Must hold the academic rank of Senior Lecturer or above.
- At least 5 years' experience in online and distance education leadership, academic programme management, or instructional technology.
- Demonstrated experience in curriculum development, online course delivery, and digital pedagogy.

- Strong understanding of e-learning platforms, learning management systems, and digital tools for higher education.
- Proven experience in staff development, training, and mentoring in e-learning environments.
- Experience in project management, grant acquisition, and resource mobilization for e-learning initiatives.

4. HEAD OF CENTRE FOR SOCIAL RESEARCH

PURPOSE OF THE POSITION

The Head of Centre for Social Research will provide strategic leadership and operational management to strengthen the Centre's research capacity, policy influence, and societal impact, ensuring alignment with the University's strategic objectives and national development priorities.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Executive Dean of the School of Humanities and Social Sciences (administratively) and the Director of Research, Innovation and Postgraduate Studies (technically), the successful candidate will be responsible for, but not limited to, the following:

1. Provide strategic leadership in planning, coordinating, and implementing the Centre's research agenda.
2. Oversee high-quality, policy-relevant, and interdisciplinary research initiatives.
3. Promote the Centre's visibility and influence in national, regional, and international policy and development forums.
4. Mobilise research funding through grants, partnerships, and collaborations.
5. Strengthen research governance, ethics, compliance, and reporting systems within the Centre.
6. Mentor and support researchers, postgraduate students, and research teams.
7. Facilitate dissemination of research outputs through publications, conferences, policy briefs, and stakeholder engagement.
8. Establish and manage strategic partnerships with government agencies, development partners, and international research institutions.
9. Provide secretariat and technical support to the Centre's advisory and governance committees.

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A PhD or equivalent doctoral qualification in Social Sciences, Development Studies, or a related field.

- Must hold the academic rank of Senior Lecturer (or equivalent) or above.
- At least 5 years' experience in senior academic or research leadership with a proven record in managing research centres or institutes.
- Strong record of publications in peer-reviewed journals, policy reports, and research dissemination.
- Demonstrated experience in research funding acquisition and project management.
- Knowledge of research ethics, governance, and compliance frameworks.
- Experience in fostering collaborations with national and international research partners.

5. HEAD OF CENTRE FOR EDUCATION TRAINING AND RESEARCH

PURPOSE OF THE POSITION

The Head of the Centre for Education Research will provide strategic and operational leadership to strengthen the Centre's research capacity, enhance the quality and relevance of educational research, and promote evidence-based policy and practice aligned with the University's Strategic Plan.

KEY DUTIES AND RESPONSIBILITIES

Reporting to the Executive Dean of the School of Education (administratively)

and the Director of Research, Innovation and Postgraduate Studies (technically) the successful candidate will be responsible for, but not limited to, the following:

1. Provide strategic leadership in planning, coordinating, and implementing the Centre's research agenda in education.
2. Promote high-quality, policy-relevant, and interdisciplinary research in education.
3. Facilitate dissemination of research findings through publications, policy briefs, workshops, and conferences.
4. Mobilize research funding through grants, partnerships, and collaborations with national, regional and international institutions.
5. Support capacity building for researchers, academic staff, and postgraduate students in the field of education research.
6. Ensure compliance with research ethics, governance, and institutional regulations.
7. Develop and strengthen partnerships with government, development partners, and educational institutions.
8. Provide secretariat and technical support to the Centre's governance and advisory committees.

QUALIFICATIONS AND EXPERIENCE

Applicants must meet the following minimum requirements:

- A PhD or equivalent qualification with preference in Education, Quality Assurance, Higher Education Management, or a related field.
- Must hold the academic rank of Senior Lecturer (or equivalent) or above.
- At least 5 years of experience in academic quality assurance, higher education management, or institutional assessment.
- Demonstrated knowledge of quality assurance frameworks, accreditation standards, and evaluation methodologies.
- Proven experience in coordinating programme reviews, audits, and accreditation processes.
- Excellent analytical, reporting, and project management skills.
- Experience in staff training, mentorship, and institutional capacity building in quality assurance.

MODE OF APPLICATION

Interested candidates should submit the following:

1. A signed application letter clearly stating the position 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.

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

Closing Date: Applications must be received **on or before 2nd February, 2026**. Only shortlisted candidates will be contacted.