



MALAWI COLLEGE OF ACCOUNTANCY

VACANCY: CAMPUS DIRECTOR

A. THE ORGANISATION

Malawi College of Accountancy (MCA) is an autonomous Statutory Body established by the Public Accountants Act (Cap.53:06) through Government Gazette number 164, 1980 under “The Education Act (Cap.30:01)”. The College’s mandate is to offer training in accounting, finance and business-related fields. Its Vision is “To be an institution of choice for business training, consultancy and research”. The Mission of MCA is to “provide the best training, research, and consultancy in accounting and business-related fields in Malawi and Southern Africa through quality service and cooperation, contributing towards growth, accountability and good governance.”

The College operates three campuses in Blantyre, Lilongwe and Mzuzu with each campus being headed by a Campus Director. In order to fulfil its mandate effectively and efficiently with a strategic leadership and management, MCA is in the process of filling the vacant position of **CAMPUS DIRECTOR** on a Three-Year Employment Contract, renewable based on satisfactory performance and is hereby inviting suitably qualified and experienced Malawian Nationals to be part of the existing leading Team of MCA. The position of Campus Director is based at MCA’s Blantyre Campus. The following are the required personnel and work-related traits for the vacant position:

B. GENERAL DESCRIPTION OF THE JOB

As head of the Campus, he/she will be providing leadership in the following areas: -

- ✓ Academic programmes, financial management and general administration of the campus.
- ✓ Formulation and implementation of the College’s strategic plan.
- ✓ Achieving the College’s Mission of “providing the best training, research, and consultancy in accounting and business-related fields in Malawi and Southern Africa through quality service and cooperation, contributing towards growth, accountability and good governance.”

C. MAIN DUTIES AND RESPONSIBILITIES

The Campus Director shall be responsible for, but not limited to, the following main duties and responsibilities:

- a. Managing all academic operations at Campus level, which include the management of professional and degree programmes in the areas of accounting, finance, business management, information communication technology and marketing.
- b. Responsible for the formulation and implementation of Campus budgets, as well as participating in the formulation of the College's budget.
- c. Supervising and overall responsibility of all staff members at Campus level – academic, finance and administration staff.
- d. Participating in the preparation and implementation of the College's strategic plan, financial controls and other operational procedures to achieve the institution's objectives.
- e. Participating in the design and delivery of courses and other training programmes, consultancies and research activities.
- f. Preparing and submitting monthly and quarterly operation and financial reports, and
- g. Assisting the Principal in the general administration of the College to ensure its smooth running and efficient operation.

D. ACADEMIC AND PROFESSIONAL QUALIFICATIONS

This position requires a mature, ethical, well-qualified and experienced person, therefore, applicants must have the following academic and professional qualifications :-

- a. Master's degree in any of the following fields; Business Administration/ Public Administration/ Finance/ Accounting from a reputable institution;
- b. Bachelor's degree in any of the following fields; Business Administration/ Public Administration/ Finance/ Accounting from a reputable institution;
- c. Professional qualification in any of the following: ACCA/CPA/CIMA;
- d. Membership with institute of Chartered Accountant in Malawi (ICAM);
- e. Must have at least (5) years of proven academic experience at senior level, with a minimum of three years lecturing; and
- f. Have proven experience in consultancy and research and be able to lead and train others in preparing bids and proposals.

E. TERMS AND CONDITIONS

The College shall offer an attractive employee benefits package (commensurate with qualifications and experience) which includes salary, medical insurance, club and professional body memberships and Contributory Group Pension Scheme.

F. METHOD OF APPLICATION

Eligible candidates with the specified qualifications and experience should submit their applications, including a detailed Curriculum Vitae, names and addresses of three traceable referees and copies of certificates not later than 27 March, 2020, clearly marked "MCA Campus Director", to:

The Comptroller of Statutory Corporations,
Department of Statutory Corporations,
P.O. Box 30061,
Capital City,
Lilongwe 3.

Malawi College of Accountancy is an equal opportunity employer. And in line with its Gender Equality Policy, the College is encouraging qualified female candidates to apply. Only short listed candidates will be acknowledged.