



Vacancy Announcement

Staff Vacancy Advertisement: ODeL Centre Coordinator

The Lilongwe University of Agriculture and Natural Resources (LUANAR) delivers some of its programmes through the Open, Distance and e-Learning (ODEL) mode in response to the growing demand for higher education in Malawi. The University, through the Directorate of Open, Distance and e-Learning, currently operates three satellite centres across the country's three regions; the North, Centre, and South, to support students enrolled through this mode of delivery.

As part of strengthening its service delivery, LUANAR invite applications from suitably qualified, experienced, and motivated individuals to fill the position of ODeL Centre Coordinator.

Role Summary

The ODeL Centre Coordinator will serve as the focal point for all ODeL activities at the Satellite Centre. The Centre Coordinator will oversee academic and administrative operations at the Centre, providing support to both students and academic staff. This role is crucial in ensuring the delivery of quality distance education services and enhancing access to LUANAR's academic programmes.

Specific Duties and Responsibilities

- Coordinate the day-to-day operations of the Satellite Centre.
- Provide academic, administrative, and technical support to students, including assistance with ICT, tutoring sessions, and study circles.
- Prepare operational plans and budgets for the Centre.
- Manage staff records at the Satellite Centre.
- Oversee the administration of students' assignments and examinations.
- Facilitate industrial attachments for ODeL students.
- Work with faculty members to develop ODeL course materials, including learning resources and online lessons.
- Train academic staff in ODeL pedagogy and best practices.
- Provide counselling and guidance services to students.
- Maintain and manage student records, such as transcripts and enrolment status, at the Centre.
- Promote LUANAR programmes to stakeholders close to the Centre.
- Prepare monthly reports and work plans detailing progress on activities in line with the annual Performance Work Plans.
- Coordinate communication between the university and students enrolled at the Satellite Centre.

Required Qualifications, Experience, Attributes

- Applicants must possess a Bachelor's Degree preferably in Education or a related field from an institution accredited by the National Council for Higher Education (NCHE).
- At least five (5) years of relevant experience in the education sector.
- Excellent written and verbal communication skills.
- Strong organizational and multitasking abilities.
- Strong leadership, coordination, and interpersonal skills.
- Proficiency in the use of ICT tools and e-learning platforms.
- High level of professionalism, integrity, discretion, and attention to detail.
- Ability to work both independently and collaboratively in a team environment.

Terms and Conditions of Engagement

All the successful candidates will be engaged on an initial 2-year contract before they can be considered for permanent appointment based on satisfactory performance. Remuneration will be in line with LUANAR Staff Regulations and Conditions of Service (2023) applicable to staff on fixed-term contract.

Mode of Application

Hard copy application package should include an up-to-date Curriculum Vitae (CV), names and contact details of three traceable referees one of which should be of a current employer where applicable plus copies of certified academic and professional qualifications. The title of the position must be indicated on the envelope and sent to:

**The University Registrar
Lilongwe University of Agriculture and Natural Resources(LUANAR)
P.O. Box 219
LILONGWE**

All applications should reach the UNIVERSITY no later than **Friday, 18th April, 2025**. Only shortlisted candidates will be acknowledged.

LUANAR is an equal-opportunity employer and strongly encourages applications from qualified candidates from diverse backgrounds. Only shortlisted candidates will be contacted for interviews