



## **Mzuzu University**

### **Library and Learning Resources Centre**

Applications are invited from suitably qualified individuals to fill the vacant posts of Systems Administrator and Assistant Librarian (Malawiana and Special Collection) tenable at the Library and Learning Resources Center at Mzuzu University.

#### **Systems Administrator**

The Systems Administrator will be responsible for the effective provision, installation/configuration, operation, and maintenance of the University's Information Systems infrastructure. The successful candidate will also participate in technical research and development to enable continuing innovation within the University's IT infrastructure.

- **Education and Experience**

- A Bachelor of Science degree in Computer Science, Information and Communication Technology, or any other related field, obtained from a recognized institution
- At least four years of systems administration experience.

- **Background Knowledge and Skills**

- Strong inter-personal and communication skills; capable of writing proposals and papers, acting as a vendor liaison, and working closely with University's senior management.
- Solid understanding of Unix based operating systems and a working experience in Linux Systems Administration: RADIUS Servers, MySQL, Apache, PostFix/Sendmail, DNS, Squid Proxy, Firewall, Samba Linux / Windows Integration, Content Filtering, and Virus protection
- Solid understanding of networking and distributed computing environments, understanding the principles of routing, client/server programming, and the design of consistent network-wide file-systems.

- **Key Responsibilities:**

- Installing, supporting, and maintaining the University's Local Area Network and a Linux based server Infrastructure, which includes Internet and E-Mail Servers, Library Management Systems and Management Information Systems.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes.
- Network monitoring to ensure network availability to all system users and perform necessary maintenance to support network availability.

- Perform regular security monitoring to identify any possible intrusions.
- Perform backup and system recovery operations.
- Research new technologies and recommend implementation.
- Recommend and establish policies and procedures for system use and services.
- Provide the technical lead and supervision for IT technicians

## **Assistant Librarian (Malawiana and Special Collections)**

The successful individual will be responsible for the development and management of Malawiana and Special Collections and promoting the effective use thereof by staff, students and researchers. He/she will also be responsible for conservation and archiving of rare material on and about Malawi and written by Malawians. He/she will also be responsible for digitization of material and management of Mzuzu University Institutional Repository.

The successful candidate will be responsible to the Readers Services Librarian

### **• Education and Experience**

- A first degree in Library Science or its equivalent from a recognized institution.
- A graduate major in History, Arts or Humanities without a Library degree qualification will be placed at Assistant Librarian Trainee grade. (Staff Associate grade) and will assume substantive position upon acquiring appropriate qualification within two years.

### **• Required Skills**

- Good knowledge of Malawi history and of local literature.
- Familiarity with Malawi's socio-economic development agenda (e.g. MGDS) and current affairs.
- Computer literate.
- Working knowledge of local languages.
- Substantial experience in managing Special Collections.
- Ability to effectively supervise, train and motivate staff.
- Ability to excel as a team leader in a dynamic collaborative, technology intensive environment.
- Excellent analytical skills to resolve complex problems.
- Ability to exercise creativity and initiative in a changing environment.
- Excellent interpersonal, written and verbal communication skills.

### **• Key Responsibilities:**

- Organizing and managing the Malawiana and Special Collections (IMF; HIV/AIDS, etc.)
- Identifying and collecting of relevant material.
- Promoting access and effective use of the collection.
- Networking with government, local and international organizations.
- Liaison with academic departments in the University.
- Digitization.
- University archives.
- Research on local themes or related issues, e.g. information – seeking behavior of users of local literature.

- Any other duties as assigned by Supervisor from time to time.

**The successful candidate will be oriented to Library operations through attachments/training.**

Qualified and interested candidates should send their applications and detailed CVs with three traceable referees to:

The University Registrar  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU 2**

Not later than Friday 29 October, 2010