



## The Malawi-Liverpool-Wellcome Trust Clinical Research Programme

### VACANCY ANNOUNCEMENT

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#### Introduction

The Malawi-Liverpool-Wellcome (MLW) Programme (<http://www.mlw.medcol.mw>) is an internationally recognised centre for research and research training, funded by the Wellcome Trust in collaboration with the University of Malawi, College of Medicine (COM). We are committed to promoting research and research training led by Malawian & International Scientists, with its joint purpose to improve the health of people in Malawi and elsewhere in the Region. The Joint MLW/CoM Training Programme (2018-2022), funded by the Wellcome Trust, aims at supporting both postgraduate research training and research management and operational support training. Our scientific training fund bridges the full range from internship opportunities to postdoctoral bridging fellowships in both clinical, laboratory, epidemiological and operations research based at MLW or CoM.

MLW is looking to engage a dynamic and experienced individual to lead the coordination and management of this rapidly expanding programme, working closely with an enthusiastic team of the two scientific co-leads from MLW and COM, the Training and Development Officer, and HR manager, and collaboration with the Training Committee. With expected further expansion of the training budget and programme over the coming years, we are looking for an individual who has strong training background, with excellent networking and communication skills, who is looking for an exciting challenge. Further details are as follows:-

**Training and Development Coordinator -1** post, based in Blantyre, Three (3)-year contract with possibility of extension.

#### Job Summary:

The job holder will be responsible for the coordination and implementation of the Joint COM/MLW training and development programme from a base at MLW, and the MLW operational career development programme. This will involve financial coordination, contractual management and implementation of the programme under the guidance of the COM and MLW scientific co-leads of the programme, and its range of activities, and to ensure effective communications with stakeholders, and represent the programme on relevant institutional committees and functions.

#### Minimum Credentials:

- Bachelors' Degree in Social Sciences, Business Administration or Education.
- Three years of experience in the co-ordination and management of learning and development programmes
- Excellent communication (presentation and writing) and organizational skills
- Demonstrated effective use of established training tools and techniques

#### Additional desirable attributes:

- Demonstrated strengths in multi-tasking, detail-oriented
- Demonstrated ability to develop and manage budgets
- Able to effectively lead and work within team

- Demonstrated ability to work with limited supervision.
- Self-starter, result oriented
- Teaching experience at high school level.
- Corporate experience in Human Resource functions

**Experience:**

Minimum of 3 years working experience in the co-ordination and management role related learning and development

**Details of the Job description can be checked by visiting the MLW website [www.mlw.medcol.mw](http://www.mlw.medcol.mw) or request via the email below.**

Those interested should send their application, relevant certificates, and a detailed CV with 3 contactable referees (with at least 2 professional referees) to the address below or email to [vacancies@mlw.mw](mailto:vacancies@mlw.mw)

**Or**

The Human Resources Manager  
Malawi-Liverpool –Wellcome Trust  
P.O. Box 30096, **Chichiri, Blantyre 3.**

**Application letters or emails to arrive not later than the 23<sup>rd</sup> February, 2018.**

**ONLY SHORT-LISTED CANDIDATES WILL BE ACKNOWLEDGED.**