



VACANCIES ADVERTISEMENT

Vacancy Ref: 2026-01-SA

Position: Scientific Administrator

The Malawi Epidemiology and Intervention Research Unit (MEIRU), operating in Karonga District and Lilongwe City in partnership with the Kamuzu University of Health Sciences, the Ministry of Health, and international partners, invites applications for the position of Scientific Administrator, based in Chilumba, Karonga.

This is a full-time position (48 hours per week) on Grade C of the MEIRU salary scale.

Minimum Qualification: Bachelor's degree in business administration, Social Sciences, Public Health, or a related field.

Role Summary:

The post holder will provide administrative support for research grants, including grant application processing, contracts and grant administration, ethics and governance documentation, publications submission, and research portfolio management in compliance with funder and institutional requirements.

Key Duties include:

- Supporting the Science Programme Manager in the delivery of research projects
- Coordinating ethics and governance documentation with the Scientific Administrator for the Lilongwe office
- Managing records and communication for research contracts, funders, and collaborators
- Organising national and international workshops and conferences
- Supporting manuscript submissions, meetings, reports, and minutes
- Managing communication systems, resources, and priorities
- Providing technical and administrative support to professional staff
- Any other duties as assigned by management

Key Personal Specifications:

- Strong organisational and planning skills

- Good oral and written communication skills in English and relevant local language(s)
- Computer literacy (MS Word, Excel, Access or similar)
- Ability to work independently and as part of a team
- High level of accuracy, confidentiality, and ability to meet deadlines

Desirable:

- Experience in contracts and grants management
- Experience in research project administration
- Knowledge of relevant laws, regulations, and research ethics

How to Apply:

Email esmie.banda@meiru.mw by 9 January 2026 to request further details and application procedures.

Quote vacancy reference 2026-01-SA in the subject line.

Closing Dates:

Request for further particulars: 9 January 2026

Submission of applications: 16 January 2026