

SECTION A

INTRODUCTION

The regulations in this section
apply to all types of appointments

A1. INTERPRETATION

- A1.1 The University Registrar, who shall consult the appropriate authorities for assistance in interpretation, shall interpret these regulations. Where a staff member is dissatisfied with the interpretation of the University Registrar, the matter shall be referred to an arbitrator who shall be appointed by the Vice-Chancellor.

A2. TYPES OF APPOINTMENTS

Appointments may be of the following types:

- 2.1 "Probationary" leading to "Permanent"
- 2.2 "Temporary"
- 2.3 "Contract"
- 2.4 "Part - time"
- 2.5 "Hourly"/"Daily"

A3. SCOPE OF THE REGULATIONS

These regulations in their entirety apply to staff on probationary and permanent terms.

- A4. These regulations refer in part to temporary staff, and the relevance to temporary staff is shown in each section.
- A5. Contract staff are subject to the same regulations as permanent staff except that: -
- 5.1 they have no period of probation,
 - 5.2 there are additional restrictions on advances.

SECTION B

CAREER PROCEDURE

The regulations in this section apply to all types of appointments

APPOINTMENTS

The Non-Academic Staff Appointments and Promotions Committee shall make all appointments. This shall be referred to as the Committee in this book.

- B1. A permanent appointment may be made only where a vacancy in the establishment exists. The establishment will be reviewed annually when estimates are drawn up. Posts additional to the establishment approved in the estimates must have the approval of the Vice Chancellor before an appointment is made.
- B2. Subject to the Act and Statutes a vacancy will be advertised before an appointment is made. The advertisement may be restricted to the University or put in the national press.
- B3. University staff that possesses relevant qualifications and experience will normally be considered before outside applicants.
- B4. No appointment will be made without an interview.
- B5. Staff Members are required to undergo a general medical examination on first appointment to the university
- B6. All appointments must be offered and accepted in writing in the form of appendices. In signing the letter of appointment the staff member accepts adherence to these Regulations as amended from time to time.
- B7. Appointments will normally be to the lowest point on the scale applicable to the appointment. Relevant qualifications and experience at the level of responsibility of the post may be recognised by the award of additional increments (see Section C).
- B8. No appointment to the Non-Academic Staff may be made without prior approval of the Vice-Chancellor, who shall satisfy himself/herself that all qualified serving staff have been considered before approving the appointment.

TEMPORARY APPOINTMENT

- B9. The Committee may make a temporary appointment on the recommendations from the concerned department and such an appointment shall be for a period of not longer than twelve months.
- B10. Letter of appointment for Temporary shall be in the form of Appendix 6.

CONTRACT STAFF

- B11. The Committee may make Contract appointment on the recommendations from the concerned department and such an appointment shall be for a period of not longer than thirty-six months subject to renewal on mutual agreement.
- B12. Letter of appointment for Contract staff shall be in the form of Appendix 7.

PROBATION

- B13. An appointment, other than on contract or temporary terms is probationary for nine months. On successful completion of the probationary period the Registrar shall confirm the appointment in writing based on the recommendation from the Head of Department.
- B14. The period of probation may be extended for a period not exceeding three months if the staff member's work has been unsatisfactory; the extension shall be notified to the Staff Member in writing.
- B15. A staff member whose work is unsatisfactory after the first extension of the probationary period shall have his/her probationary appointment terminated.

SALARY INCREMENT

- B16. A salary increment will be granted annually on July 1st provided that the Head of Department is satisfied that the Staff Member's work and general conduct during the preceding year has been satisfactory.
- B17. A salary increment will not normally be withheld without a prior letter of warning from the Head of Department. A salary increment is withheld until the Head of Department is satisfied that the cause for withholding no longer exists. When this cause no longer exists, the Staff Member shall become eligible for a normal increment at the usual incremental date.
- B18. A staff member may, for outstanding service be recommended by her/his Head of Department to the Committee up to two special salary increments, not more often than once in any two years.

SALARY ADJUSTMENT

- B19. A salary adjustment is defined as a salary change within a scale. It is made at a time different from the award of annual increments. An adjustment of salary may be made when the Staff Member acquires additional relevant qualifications or where evidence of qualifications, experience and ability additional to those taken into account on first appointment becomes available.
- B20. A Staff Member who is granted an adjustment of salary retains his/her original incremental date.

PROMOTION

- B21. Promotion is defined as movement from one scale to a higher scale.
- B22. Normally a Staff Member will be promoted only if he/she holds the minimum entry qualifications for the post to which he/she is being promoted. In exceptional circumstances of sustained outstanding work a Staff Member may be rewarded by promotion. The Committee on the recommendations of his/her Head of Department will make the assessment of the outstanding work.

POST-ENTRY QUALIFICATIONS

- B23. If a Staff Member obtains a relevant qualification that entitles him/her to a position on the salary scale, which he/she has already passed, the Staff member may be awarded one increment on recommendation of his/her head of Department.

MOVEMENT FROM SCALE TO SCALE

- B24. Movement from one scale to a higher one is not automatic. A member of staff who reaches the highest point in a particular scale remains at that point until he/she is promoted to a higher scale.

TERMINATION

- B25. During probation either the University or the Staff member may terminate an appointment by giving one-month notice or by payment of one-month salary in lieu of notice.
- B26. Termination of employment after the period of probation will be: -
- 26.1 Staff in Scales D-E: two months or two month's salary in lieu of notice.
 - 26.2 Staff in Scales F and above, three month's notice or three months salary in lieu of notice.
 - 26.3 The University may terminate an employee's service after reaching the retirement age as determined by the University.
- B27. If a staff member has leave days due to him/her at the time the appointment is terminated, it may be included in the period of notice for the purpose of regulations B26.1 and B26.2.
- B28. A Staff Member who is guilty of an act of misconduct as defined in Section G may be dismissed without notice and without salary in lieu of notice.

SECTION C

SALARY SCALES, GRADES AND QUALIFICATIONS

The Regulations in this section apply to all types of appointments

GENERAL

- C1. The grades are set out in Section D and the expected minimum qualifications and conditions for direct entry to all posts in the Non-Academic grades are set out in Section D. Salary Scales to these grades will be issued by the Registrar from time to time.
- C2. For each qualification shown, an approved equivalent is acceptable. For the purposes of these Regulations, the following are accepted as being equivalent of a Malawi School Certificate of Education with "O" level passes in five subjects including English: -
- 2.1 Five ordinary level passes including English, in the General Certificate of Education or the Malawi School Certificate of Education.
 - 2.2 Cambridge Overseas School Certificate
 - 2.3 A certificate approved by the University as equivalent to the Malawi School Certificate of Education.
- C3. In addition to the minimum qualifications laid down, the Appointments and Promotions Committee may prescribe such additional and specific qualifications and experience, as they may deem necessary for the proper performance of duties of a particular post.
- C4. When Staff are appointed to a post for which the Malawi School Certificate of Education is an entry requirement before the results of the School Certificate are published, they will be placed at bottom of Scale D, and when the result are published their salaries will be amended and back-dated accordingly.
- C5. Where in these regulations, the direct entry in Scales D-E relate to possession of the Junior Certificate (JC) and Malawi School Certificate of Education (MSCE) or its equivalent respectively.

JUNIOR CERTIFICATE OF EDUCATION

Without experience

Entry Point

Bottom of Scale D

MALAWI SCHOOL CERTIFICATE OF EDUCATION

Without experience

Entry Point

Bottom of Scale E

- C6. Additional credit (s) shall be given for attendance and successful completion of a relevant course approved and recognised by the University. Direct entry points shall be considered in accordance with the following academic levels:

JUNIOR CERTIFICATE OF EDUCATION

Necessary Complete Years of Training = 1

1 Year necessary training plus 3 years relevant experience

ENTRY POINT

2nd Notch of Scale D

4th Notch of Scale D

MALAWI SCHOOL CERTIFICATE OF EDUCATION

Necessary Complete Years of Training = 1	2 nd Notch of Scale E
At least 2 Years of necessary training	4 th Notch of Scale E
1 Year necessary training plus 3 years relevant experience	4 th Notch of Scale E

- C7. Where incremental credit is given for experience, the experience must be both relevant and at a level of responsibility which is consistent with the duties of the post to which an appointment is being made.

SECTION D

QUALIFICATIONS FOR DIRECT ENTRY

The regulations in this section apply to
all types of appointment

D1. EXECUTIVE/CLERICAL CLASS

1.1 Structure

Salary Segment

Chief Executive Officer	J
Senior Executive Officer	I
Executive Officer I	H
Executive Officer II	G
Senior Operator/Receptionist/Office Assistant/Porter/Clerical Officer	F
Telephone Operator I/Receptionist/Office Assistant I/Porter I/Clerk I	E
Telephone Operator/Receptionist/Office Assistant/ Porter/Clerk II	D

1.2 Qualifications for Direct Entry

Chief Executive Officer	J	University Degree in Administration or allied fields plus 5 years experience at previous grade or University Diploma plus 7 years experience at Senior Executive Officer grade or MSCE or equivalent plus 10 years experience at Senior Executive Officer grade.
Senior Executive Officer	I	University Degree in Administration or equivalent plus 2 years experience at previous grade or University Diploma with 5 years experience at Executive Officer grade or MSCE or equivalent plus 7 years experience at Executive Officer grade.
Executive Officer I	H	University Degree in Administration or equivalent or University Diploma or equivalent plus relevant administrative experience of at least 3 years or MSCE plus 5 years

		experience at Senior Clerical Officer grade.
Executive Officer II	G	University Diploma, or MSCE or equivalent with relevant experience of at least 5 years at a previous senior grade.
Senior Operator/Receptionist/Office Assistant/Porter/Clerical Officer	F	Malawi School Certificate of Education plus 3 years relevant experience
Porter I/Office Assistant I/Telephone Operator I/Receptionist I/Clerk	E	Malawi School Certificate of Education or equivalent
Porter II/Office Assistant II/Telephone Operator II/Receptionist II/Clerk II	D	Junior Certificate of Education

D2. SECRETARIAL CLASS

2.1 Structure

Salary Segment

Personal Assistant	J
Personal Secretary	I
Secretary I	H
Secretary II	G
Senior Copy Typist	F
Copy Typist	E

2.2 Qualifications for Direct Entry

Personal Assistant	J	University Degree in Management/Business Administration, or Public Administration or Public Relations or Human Resource Management or Secretarial Studies or its equivalent plus 5 Years experience at previous grade or University Diploma in Secretarial studies with 7 years at Personal Secretary, or Malawi School Certificate of Education or equivalent with 10 years at Personal Secretary grade.
Personal Secretary	I	University Degree in Management/Business Administration or Public Administration or Public

			Relations or Human Resource Management or Secretarial Studies or its equivalent with 2 years experience at previous grade or University Diploma in Secretarial Studies plus 5 years experience at previous position, or Malawi School Certificate of Education or equivalent with 7 years experience at previous position.
Secretary I	H		University Degree in Management/Business Administration or Public Administration or Public Relations or Human Resource Management or Secretarial Studies or its equivalent or University Diploma with 3 years relevant experience, or Malawi School Certificate of Education or equivalent plus 5 years advanced typing and shorthand, plus computer skills.
Secretary II	G		University Diploma, or Malawi School Certificate of Education or equivalent with Shorthand 100w.p.m. and advanced typing plus 2 years relevant experience; or MSCE with 110-120w.p.m.
Senior Copy Typist	F		Malawi School Certificate of Education plus Typing 50w.p.m. and Shorthand 70 w.p.m, with at least 3 years experience.
Copy Typist	E		Malawi School Certificate of Education, plus Typing 50w.p.m. and Shorthand 70w.p.m. with at least 2 years experience.

D3. ACCOUNTING CLASS

3.1 Structure

	Salary Segment
Accountant	J
Assistant Accountant	I
Senior Accounts Assistant	H
Senior Accounts Assistant	G
Accounts Assistant I	F
Accounts Assistant II	E

3.2 Qualifications for Direct Entry

Accountant	J	University Degree in Accountancy or equivalent plus 5 years experience at previous grade or University Diploma in Business Studies plus 7 years relevant experience, or Level I of ACCA or full AAT plus 7 years experience at Assistant Accountant level.
Assistant Accountant	I	University Degree in Accountancy or equivalent plus 2 years experience at previous grade or University Diploma in Business Studies or equivalent plus 5 years relevant experience, or Malawi School Certificate of Education or equivalent with full AAT plus 5 years relevant experience at Senior Accounts Assistant level.
Senior Accounts Assistant I	H	University Degree in Accountancy or equivalent or University Diploma in Business Studies or equivalent plus 3 years experience, or Malawi School Certificate of Education or equivalent with RSA III or Level II of AAT plus 7 years relevant experience.
Senior Accounts Assistant II	G	University Diploma in Business Studies or equivalent, or Malawi School Certificate of

		Education or equivalent plus RSA III or Level II of AAT plus 5 years experience.
Accounts Assistant I	F	Malawi School Certificate of Education with RSA II plus 2 years experience, or MSCE plus certificate in Accounting with 1 year relevant experience.
Accounts Assistant II	E	Malawi School Certificate of Education plus certificate in Accounting.

D4. PROCUREMENT AND STORES CLASS

4.1 Structure

Salary Segment

Chief Procurement Officer	J
Senior Procurement Officer	I
Procurement Officer	H
Stores Supervisor	G
Stores clerk I	F
Stores clerk II	E
Storeperson	D

4.2 Qualifications for Direct Entry

Chief Procurement Officer	J	University Degree in Supply Chain Management or its equivalent plus 5 years experience at previous grade or University Diploma plus 7 years in Procurement Management, or Graduate Diploma of the Chartered Institute of Purchasing and Supply in Stores Management plus 5 years relevant experience.
Senior Procurement Officer	I	University Degree in Supply Chain Management or its equivalent with 2 years experience at previous grade or University Diploma or equivalent plus 5 years in Procurement Management, or Graduate

		Diploma of the Chartered Institute of Purchasing and Supply plus 3 years relevant experience.
Procurement Officer	H	University Degree in Business Studies or University Diploma or equivalent plus 3 years relevant experience, or Malawi School Certificate of Education or equivalent plus Advanced Certificate of the Chartered Institute of Purchasing and Supply plus 7 years experience.
Stores Supervisor	G	University Diploma or equivalent, or Malawi School Certificate of Education or equivalent with Advanced Certificate of the Chartered Institute of Purchasing and Supply plus 5 years relevant experience.
Stores clerk I	F	Malawi School Certificate of Education or equivalent with Certificate of the Chartered Institute of Purchasing and Supply in Storekeeping plus 2 years of experience.
Stores clerk II	E	Malawi School Certificate of Education or equivalent plus RSA I in Store Keeping and relevant experience.
Store person	D	Junior Certificate of Education.

D6. INDUSTRIAL CLASS

Chief Works Supervisor	J
Senior Work Supervisor	I
Senior Works Supervisor	H
Works Supervisor/Assistant Estates	G
Development Officer	
Trades I	F
Trades II/Maintenance Assistant/Landscape Assitant	E
Trades III/Landscape Attendant	D

6.2 **Qualifications for Direct Entry**

Chief Works Supervisor	J	University Degree in Engineering or equivalent plus 5 years experience at previous grade or University Diploma with plus 7 years experience involving building works or full Certificate of City and Guilds in construction with not less than 7 years of building site experience.
Senior Works Supervisor	I	University Degree in Engineering or equivalent plus 2 years experience at previous grade or University Diploma plus 5 years experience or Part I & II of Clerk of Works with Institute of Works (ICW) or equivalent with not less than 5 years experience of building site experience.
Senior Works Supervisor	H	University Degree in Engineering or equivalent or University Diploma or equivalent plus 3 years experience or City & Guilds Construction Technician Certificate Part II with not less than 5 years experience involving building works or Intermediate Certificate of Clerk of Works with ICW with not less than 5 years experience in building works.
Works Officer/Assistant Estates Development Officer	G	University Diploma or equivalent, or Advanced Craft, City & Guilds Certificate, Grade I in any one of the building Trades with at least 3 years experience in building, maintenance works and staff supervision.

Electrician I/Bricklayer I/Painter I/Welder I/ Carpenter I/Plumber I/Landscape Assistant I	F	Malawi School Certificate of Education or equivalent with Trade Tested Certificate Grade I or equivalent plus at least 2 years experience.
Electrician II/Bricklayer II/Painter II/Welder II/ Carpenter II/Plumber II/Landscape Assistant II	E	Malawi School Certificate of Education or equivalent with Trade Tested Certificate Grade II with at least 1-year experience.
Electrician III/Bricklayer III/Painter III/Welder III/ Carpenter III/Plumber III/Landscape Attendant	D	Junior Certificate of Education with Trade Tested Certificate Grade III plus 2 years experience.

D7. TECHNICAL CLASS

7.1	Structure	Salary Segment
7.11	Chief Book Binding/Reprographic/Printing Technician	J
	Senior Book Binding/Reprographic/Printing Technician I	I
	Senior Book Binding/Reprographic/Printing Technician II	H
	Book Binding/Reprographic/Printing Technician	G
	Book Binding/Reprographic/Printing Assistant I	F
	Book Binding/Reprographic/Printing Assistant II	E
7.12	Chief Laboratory/Workshop Technician	J
	Senior Laboratory/Workshop Technician I	I
	Senior Laboratory/Workshop Technician II	H
	Laboratory/Workshop Technician	G
	Laboratory/Workshop Assistant I	F
	Laboratory/Workshop Assistant II	E
	Laboratory/Workshop Attendant	D
7.13	Chief Research Technician	J
	Senior Research Technician I	I
	Senior Research Technician II	H
	Research Technician	G
	Research Assistant	E/F
7.2	Qualifications for Direct Entry	
	Chief Book Binding/Reprographic/ Printing Technician	J
		University Degree in Publishing or equivalent plus 5 years

experience at previous grade or University Diploma in Book Binding/Reprographic/Printing with 7 years experience or Malawi School certificate of Education or equivalent with Book Binding/Reprographic Certificate plus 10 years experience as a Book Binding/Reprographic/Printing Technician.

Senior Book Binding/Reprographic/Printing Technician I

I

University Degree in Publishing or equivalent plus 2 years experience at previous grade or University Diploma in Book Binding/Reprographic/Printing plus 5 years experience, or Malawi School Certificate of Education or equivalent with book binding/reprographic certificate plus 7 years experience at a previous scale.

Senior Book Binding/Reprographic/Printing Technician II

H

University Degree in

		<p>Publishing or equivalent or University Diploma in Book Binding/Reprographic/Printing with 3 years experience, or Malawi School Certificate of Education or equivalent with book binding/reprographic certificate plus 5 years experience at a previous scale.</p>
Book Binding/Reprographic/Printing Technician II	G	<p>University Diploma in Book Binding/Reprographic/Printing or Malawi School Certificate of Education or equivalent with book binding/reprographic/Printing certificate plus 2 years experience at a previous scale.</p>
Book Binding/Reprographic/Printing Assistant I	F	<p>Malawi School Certificate of Education or equivalent with book binding/reprographic certificate plus 1 year relevant experience.</p>
Book Binding/Reprographic/Printing Assistant II	E	<p>Malawi School Certificate of</p>

			Education or equivalent.
7.2.2	Chief Laboratory/Workshop Technician	J	University Degree plus 5 years supervisory experience, or University Diploma or Higher National Diploma or Higher National Certificate or City and Guilds Full technician Certificate plus 7 years supervisory experience
	Senior Laboratory/Workshop Technician I	I	University Degree with 2 years at Laboratory/Workshop Technician Level, or University Diploma or Higher National Diploma or Higher National Certificate or City and Guilds Full Technician Certificate plus 5 years experience at Laboratory/Workshop Technician Level.
	Senior Laboratory/Workshop Technician II	H	University Degree, or University Diploma in Laboratory/Workshop Technology or City and Guilds Full Certificate plus 3 years experience at a previous grade.

	Laboratory/Workshop Technician	G	University Diploma in Laboratory Technology or equivalent, or Malawi School Certificate of Education or equivalent plus Certificate in Laboratory Technology plus 3 years at a previous Grade.
	Senior Laboratory/Workshop Assistant	F	Malawi School Certificate of Education or equivalent with 2 years relevant experience.
	Laboratory/Workshop Assistant	E	Malawi School Certificate of Education, or equivalent.
	Laboratory/Workshop Attendant	D	Junior Certificate of Education and appropriate experience.
7.2.3	Chief Research Technician	J	University Degree plus 5 years experience, or University Diploma plus 7 years relevant research experience at a research establishment.
	Senior Research Technician I	I	University Degree plus 2 years experience, or University Diploma plus 5 years relevant research experience at a research establishment.

	Senior Research Technician II	H	University Degree, or University Diploma with 3 years experience at a research establishment.
	Research Technician	G	University Diploma, or Malawi School Certificate of Education or equivalent plus 5 years relevant experience at a research establishment.
	Research Assistant	E/F	Malawi School Certificate of Education or equivalent plus 3 years experience in research work.
7.2.4	Computer Technician Class		
	Chief Computer Technician	J	University Degree in Information Technology plus 5 years supervisory experience, or University Diploma in Computer Studies plus 7 years experience, or Malawi School Certificate of education or equivalent plus advanced programming skills, and knowledge of several software packages, plus 10 years experience at Senior Computer Technician Grade.

Senior Computer Technician I	I	University Degree in Information Technology with 2 years at Computer Technician II or University Diploma in Computer Studies plus 5 years experience, or Malawi School Certificate plus Advanced Certificate in Computer Studies, plus Advanced Programming Skills, and knowledge a of at least 3 software packages with 7 years experience.
Senior Computer Technician II	H	University Degree in Information Technology or University Diploma in Computer Studies plus 3 years experience, or Malawi School Certificate of Education or equivalent plus 5 years experience at a Computer Technician Grade, plus Advanced Programming Skills and knowledge.
Computer Technician I	G	University Diploma in Computer Studies, or Malawi School Certificate of Education or equivalent, plus

			Certificate in Computer Studies, plus 5 years relevant experience.
	Computer Technician II	F	Malawi School Certificate of Education with Certificate in Computer Studies plus 2 years experience.
7.2.5	Audio - Visual Technician Class		
	Chief Audio - Visual Technician	J	University Degree in Media Technology or equivalent plus 5 years experience at previous grade or University Diploma in Media Technology plus 7 years experience, or Malawi School Certificate of Education or equivalent plus Advanced Certificate in Media Technology plus 10 years experience at previous scale.
			Senior Audio - Visual Technician I
		I	University Degree in Media Technology or equivalent plus 2 years experience at previous grade or University Diploma in Media Technology plus 5 years experience, or

		Malawi School Certificate of Education or equivalent plus Advanced Certificate in Media Technology plus 7 years experience at previous grade.
Senior Audio - Visual Technician II	H	University Degree in Media Technology or equivalent or University Diploma in Media Technology plus 3 years experience, or Malawi School Certificate of Education or equivalent plus Advanced certificate in Media Technology with at least 5 years relevant experience.
Audio - Visual Technician I	G	University Diploma in Media Technology, or Malawi School Certificate of Education with Certificate in Media Technology plus 3 years relevant experience
Audio-Visual Technician II	F	Malawi School Certificate of Education or equivalent with Certificate in Media Technology plus 2 years relevant experience.

D8. HEALTH SERVICES CLASS

8.1 Structure

Salary Segment

Chief Nursing Sister/Chief Clinical Officer	J
Senior Nursing Sister/Senior Clinical Officer	I
Nursing Sister I/Clinical Officer I	H
Nursing Sister II/Clinical Officer II	G
Enrolled Nurse/Medical Assistant/Laboratory Assistant I	F
Enrolled Nurse/Medical Assistant/Laboratory Assistant II	E
Clinic Attendant	D

8.2 Qualifications for Direct Entry

Chief Nursing Sister/Chief Clinical Officer	J	University Degree in Health Sciences plus 5years supervisory experience; or Diploma in Nursing/ Clinical Medicine plus 7 years experience as in-charge of a ward or clinic, or Malawi School certificate of Education or equivalent plus Certificate in Nursing/Clinical Studies plus 10 years experience at a previous grade.
Senior Nursing Sister/Senior Clinical Officer	I	University Degree in Health Sciences with 2years at Nursing Sister/Clinical Officer I, or Diploma in Nursing/ Clinical Medicine plus 5 years relevant experience, or Malawi School Certificate of Education or equivalent plus

		Certificate in Nursing/Clinical Studies plus 7 years experience.
Nursing Sister/Clinical Officer I	H	University Degree in Health Sciences, or Diploma in Nursing/ Clinical Medicine plus 3 years experience, or Malawi School Certificate of Education plus Certificate in Nursing/Clinical Studies plus 5 years relevant experience.
Nursing Sister/Clinical Officer II	G	University Diploma in Nursing/ Clinical Medicine or State Registered Nurse/ Community Nursing/ Psychiatric Nursing.
Enrolled Nurse/Medical Assistant/Laboratory Assistant I	F	Malawi School Certificate of Education plus Certificate in Nursing and Midwifery or Medical Assistant Certificate or Laboratory Assistant Certificate plus 3 years relevant experience.
Enrolled Nurse/Medical Assistant/Laboratory Assistant II	E	Malawi School Certificate of Education plus Certificate in Nursing and Midwifery or Laboratory Assistant Certificate.

Clinic Attendant

D Junior Certificate
of Education.

D9. CATERING CLASS

9.1 Structure

Salary Segment

Catering Manager	J
Assistant Catering Manager I	I
Dietician/Assistant Catering Manager II	H
Head Chef	G
Chef	F
Cook	E
Assistant Cook/Kitchen Assistant	D

9.2 Qualifications for Direct Entry

Catering Manager	J	University Degree in Hospitality Management plus 5 years supervisory experience, or University Diploma in Catering or Higher National Diploma in Hotel & Catering Management plus 7 years experience, or Malawi School Certificate of Education plus Advanced Certificate in Hotel & Catering Management plus 10 years experience at previous grade.
Assistant Catering Manager I	I	University Degree in Hospitality Management with 2years at Assistant Catering Manager II, or University Diploma in Catering or Higher National Diploma in Hotel & Catering Management plus 5 years experience, or Malawi School certificate of Education plus Advanced Certificate in Hotel & Catering Management plus 7 years experience at previous grade.
Dietician/Assistant Catering Manager II	H	University Degree, or University Diploma in Nutrition or Higher National Diploma in Hotel

			& Catering Management plus 3 years experience, or Malawi School Certificate of Education or equivalent plus Advanced Certificate in Nutrition or Hotel & Catering Management plus 5 years relevant experience.
Head Chef	G		University Diploma in Culinary Arts/Production, or Malawi School Certificate of Education or equivalent plus Certificate in Catering/Food Production plus 3 years relevant experience.
Chef	F		Malawi School Certificate of Education plus Certificate in Catering/Food Production plus 2 years relevant experience.
Cook	E		Malawi School Certificate of Education or equivalent plus Certificate in Catering/Food Production.
Assistant Cook/Kitchen Assistant	D		Junior Certificate of Education

D10. WELFARE CLASS

10.1 Structure

Salary Segment

Chief Matron	J
Senior Matron	I
Matron	H
Hostel Supervisor	G
Housekeeper	F
Caretaker I	E
Caretaker II	D

10.2 Qualifications for Direct Entry

Chief Matron	J	University Degree in Institutional Management or equivalent plus 5 years experience at previous grade or University Diploma in Institutional Management or equivalent
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plus 7 years relevant experience.

Senior Matron	I	University Degree in Institutional Management or equivalent plus 2 years experience at previous grade or University Diploma in Institutional Management or equivalent plus 5 years relevant experience.
Matron	H	University Degree in Institutional Management or equivalent or University Diploma in Institutional Management or equivalent plus 3 years relevant experience.
Hostel Supervisor	G	University Diploma in Institutional Management, or Malawi School Certificate of Education or equivalent plus Certificate in Home or Hotel Supervision or equivalent, plus 3 years relevant experience.
House Keeper	F	Malawi School Certificate of Education or equivalent, plus Certificate in Housekeeping plus 2 years relevant experience.
Caretaker I	E	Malawi School Certificate of Education.
Caretaker II	D	Junior Certificate of Education.

D11. DRIVER CLASS

11.1 Structure

Salary Segment

Senior Driver II	G
Senior Driver I	F
Driver I	E
Driver II	D

11.2 **Qualifications for Direct Entry**

Senior Driver II	G	Malawi School Certificate of Education plus PSV (Heavy Goods), plus Defensive Driving Certificate plus Government Test of proficiency as Driver Grade I, plus 10years experience
Senior Driver I	F	Malawi School Certificate of Education plus PSV (Heavy Goods), plus Malawi Government Test of proficiency as Driver Grade I, plus Defensive Driving Certificate plus 7 years experience.
Driver I	E	Malawi School Certificate of Education plus PSV (Heavy Goods), plus Malawi Government Test of proficiency as Driver Grade I, plus Defensive Driving Certificate plus 3years experience.
Driver II	D	Junior Certificate of Education plus PSV (Heavy Goods) plus Defensive Driving Certificate with at least 2 years experience. Grade added advantage.

In addition all Drivers are required to have a clean current driving licence appropriate to the class of vehicle to be driven (the license being checked with the Road Traffic Commissioner).

All Drivers are required to under go for eye test every year from a registered optician or eye specialist.

Head Driver to be appointed by management amongst senior drivers for a period of 3 years

Chauffer may be appointed from any Scale, and will have an allowance to be determined by Council from time to time.

D12. **LIBRARY CLASS**

12.1 Structure	Salary Segment
Chief Library Assistant	J
Senior Library Assistant I	I
Senior Library Assistant II	H
Library Assistant I	G
Library Assistant II	F
Library Assistant (Trainee)	E
Commissionaire	D/E

12.2 **Qualifications for Direct Entry**

Chief Library Assistant	J	University Degree in Library Information Science or equivalent plus 5 years experience at previous grade or Diploma in Library Studies plus 7 years experience plus Computer Skills, or Malawi School Certificate of Education plus MALA Certificate, plus Computer Skills plus 10 years experience at previous grade.
Senior Library Assistant I	I	University Degree in Library Information Science or equivalent plus 2 years experience at previous grade or University Diploma in Library Studies plus 5 years relevant experience plus Computer Skills, or Malawi School Certificate of Education or equivalent plus MALA Certificate plus Computer Skills plus 7 years relevant experience.
Senior Library Assistant II	H	University Degree in Library Information Science or equivalent or University Diploma in

		Library Studies plus Computer Skills plus 3 years relevant experience, or Malawi School Certificate of Education plus MALA Certificate plus Computer Skills plus 5 years at previous grade.
Library Assistant I	G	University Diploma in Library Studies, or Advanced Diploma in Library Studies, or Malawi School Certificate of Education plus MALA Certificate plus 3 years experience.
Library Assistant II	F	Malawi School Certificate of Education or equivalent plus MALA Certificate.
Library Assistant Trainee/Commissionaire	E	Malawi School Certificate of Education or equivalent with 5 credits plus relevant experience.
Commissionaire	D	Junior Certificate of Education plus relevant experience in Library environment.

Level of Computer Skills to be determined by the Appointments Committee.

D13. SECURITY CLASS

13.1	Structure	Salary Segment	
	Chief Security Officer	J	
	Senior Security Officer I	I	
	Security Officer II	H	
	Security Officer I	G	
	Security Officer II	F	
	Security Guard I	E	
	Security Guard II	D	
13.2	Qualifications for Direct Entry		
	Chief Security Officer	J	University Degree in Security Studies or equivalent plus 5 years experience at previous grade or University Diploma in Security Studies or equivalent educational qualification or Professional Officers' Training plus 10 years experience as Command Officer, or Malawi School Certificate of Education or equivalent plus Professional Officers' Training plus 12 years experience as Command Officer.
	Senior Security Officer I	I	University Degree in Security Studies or equivalent plus 2 years experience at previous grade or University Diploma plus 5 years relevant experience or Malawi School

			Certificate of Education or equivalent plus Professional Officers' Training plus 10 years experience as a Command Officer.
Senior Security Officer II	H		University Degree in Security Studies or equivalent or University Diploma plus 3 years relevant experience or Malawi School Certificate of Education or equivalent plus Professional Officers' Training plus 7 years experience as Command Officer.
Security Officer I	G		University Diploma, or Malawi School Certificate of Education or equivalent plus Professional Officers' Training plus 5 years experience as a Commissioned Officer in Police/Army or any Registered Security organisation.
Security Officer II	F		Malawi School Certificate of Education or equivalent plus Professional Officers' Training plus 3 years experience as a Non-

		Commissioned Officer/ equivalent in Police/Army or any Registered security organisation.
Security Guard I	E	Malawi School Certificate of Education plus Professional Security Training plus 7 years relevant experience.
Security Guard II	D	Junior Certificate of Education plus Professional Security Training plus 5 years relevant experience.

13.2.1 for all appointments a certificate of medical fitness is required.

13.2.2 Normal recruitment is from person with Police, Army or any Registered Security Service.

13.2.3 when an appointment is made, Police clearance is to be sought.

D14. SPECIAL REGULATIONS

15.1 The normal working week is 60 hours including Saturday and Sunday.

D15. DAILY/HOURLY PAID CLASS

15.1 The University will determine the rates for unclassified Daily Paid Staff from time to time.

15.2 These include Trade Tested Tradesmen, Classified Workmen (Skilled workmen) and Unclassified Workmen (labourers).

SECTION E

PENSION SCHEME

The regulations in this section
do not apply to Temporary Staff

- E1. All Staff on permanent terms are required to become members of the Staff Superannuation Scheme. The staff shall normally contribute not exceeding 5% (five percent of salary and the university shall contribute an amount not exceeding 19 % (nineteen percent) of the staff members salary to the scheme.
- E2. All benefits will be paid in accordance with the rules of the Scheme, which are summarised below:-
- 2.1 On reaching retirement age of 60 years the Staff Member will receive a Pension; he/she may commute part of that pension into a lump sum.
- 2.2 At 55 years one can voluntarily retire and still get retirement benefits
- 2.3 If a Staff Member dies in service, the sums assured will be paid to the Staff Member's dependants.
- 2.4 If the Staff Member leaves the service other than by retirement, the accrued benefits to date will be assigned to him/her. He/she may: -
- 2.4.1 elect to continue to contribute payment of all or part of the contributions to secure the full or reduced benefit;
- or
- 2.4.2 elect to discontinue payment of contributions and have the appropriate reduced fully paid benefits; or
- 2.4.3 in exceptional circumstances, with the consent of the Trustees and the University, take cash surrender value.
- 2.4 If the Staff Member is moving to another University or Institution participating in a similar Scheme, arrangements may be made to have the benefit maintained by the new employer.

E.3 ARRANGEMENTS ON DEATH OF A STAFF MEMBER

- 3.1 If a member of staff should die, the spouse and/or dependent minor children shall be entitled to passages from the University to the deceased place of rest, at the normal rates applying to staff, as determined by the Council from time to time.
- 3.2 The University Registrar will, with the spouse and/or next of kin, make consultation regarding the arrangements for the burial or for the transport of the remains to the place of burial within Malawi or if the deceased member of staff was recruited from outside Malawi, to his country of origin.

- 3.3 All funeral expenses (including undertaker's expenses) and transporting of the remains to the place of recruitment will be a charge on the insurance proceeds which accrue from the policy maintained by the University, where death is deemed accidental. In the case of demise otherwise, the costs of funeral expense and transport shall be for the account of the University.
- 3.4 The spouse and/or dependent minor children of the deceased member of staff shall also be entitled to a baggage allowance of the rates determined by the Council from time to time for the transportation of personal and household effects. This entitlement lapses after twelve months.
- 3.5 The bereaved, unless otherwise qualified, will be required to vacate University accommodation within three months.
- 3.6 Immediately following the death of a staff member, the University Registrar will put into effect the procedure for the payment of gratuity in terms of the Mzuzu University Pension Scheme or any other award for which the deceased member of staff may be eligible. In the event of the death of an expatriate member of staff, the gratuity accrued on the date of his/her death shall be payable to his estate.
- 3.7 If the circumstances of the deceased member require financial assistance, the University Registrar will authorize that an advance payment against gratuity or pension to which the deceased member of staff may be entitled, should be paid to the spouse or other dependent of the member of staff.

SECTION F

ACTING AND RESPONSIBILITY ALLOWANCES

The regulations in this section
do not apply to Temporary Staff.

ACTING ALLOWANCE

- F1. An Acting Allowance will only be considered when a member of staff acts in an established post of which the minimum salary is greater than the actual salary of the acting staff member. No Acting Allowance will be paid without being duly authorised by the Registrar.
- F2. No Acting Allowance will be paid for an acting period of less than 4 weeks.
- F3. An Acting Allowance will be paid only when a member of staff performs the full duties and carries the full responsibility of the post in which he/she is acting. Where he/she does not do this, a Responsibility Allowance may be considered in lieu.
- F4. An Acting Allowance will be the difference between the acting staff member's salary and the minimum of the salary scale of the post in which he/she acts, and will be available for the whole of the acting period.
- F5. An Acting Allowance will be paid only if the Registrar has given or requested prior approval in writing for the Staff member to act.

RESPONSIBILITY ALLOWANCE

- F6. A Responsibility Allowance will be considered only when a Staff Member discharges responsibilities, which are clearly in excess of those enumerated in the job description of his/her post.
- F7. A Responsibility Allowance will not be paid for a period of less than 4 weeks.
- F8. A Responsibility Allowance will not normally be paid for a period exceeding 4 months, except in special circumstance and approved by the Registrar.
- F9. A Responsibility Allowance will be assessed separately in each case and will take into account any sharing of responsibility and any support, guidance and advice available from other staff members.
- F10. The rate of Responsibility Allowance may not exceed a quarter of the Staff Member's salary.

SECTION G

CONDUCT AND DISCIPLINE

The regulations in this section
apply to all types of appointment

- G1. Misconduct, incompetence or inefficiency, or conduct likely to bring the University into disrepute, may lead to disciplinary action which may include reprimand, withholding of increment, or suspension or dismissal.
- G2 A Staff Member is guilty of misconduct whom: -
- 2.1 absents himself/herself from his/her post during normal hours of attendance without permission from a Responsible Officer or without valid excuse;
 - 2.2 performs his/her duties negligently;
 - 2.3 fails to perform any duties assigned to him /her properly or to obey any instructions given to him/her by a person having authority to give such instructions;
 - 2.4 displays insubordination by word or conduct;
 - 2.5 continues to be incompetent or inefficient after the expiration of the period fixed in a warning given to him/her, unless such incompetence and inefficiency is due to causes beyond his/her control;
 - 2.6 is under the influence of intoxicating liquor or habit-forming drug during the normal hours of attendance or during such other hours, as he/she may be required to be on duty;
 - 2.7 habitually takes intoxicating liquor or habit-forming drugs in excess;
 - 2.8 is, under any law or statute, adjudged or otherwise declared bankrupt, insolvent or has a writ to civil imprisonment or other like order issued against him, unless he can show that his financial difficulties have been caused by circumstances beyond his control.
 - 2.9 except in the discharge of his/her official duties or with the consent of the Registrar, discloses or reveals either directly or indirectly the contents of any part of the contents of any documents or information whatsoever acquired in the course of such duties;
 - 2.10 uses for personal gain information acquired through his/her employment in the University, notwithstanding that he/she does not disclose such information;
 - 2.11 conducts himself/herself in any one or more accessions in a disgraceful, improper or unbecoming manner, or while on duty is grossly discourteous to any person;
 - 2.12 makes use of University money or property for private purposes;
 - 2.13 fails to take reasonable care of any University property in his/her custody or on charge to him/her or take such steps as are within his/her power to ensure that reasonable care is taken of any such property;
 - 2.14 engages in an undertaking, which might in any way conflict with the interests of the University;

- 2.15 does or causes or permits to be done, or connives in any act which is prejudicial to the administration, discipline or efficiency of the University or any part of it;
- 2.16 commits any of the following offences and is convicted thereof by a court of law: -
 - 2.16.1 extortion, bribery, corruption;
 - 2.16.2 theft, theft by false pretences, receiving stolen property knowing it to have been stolen;
 - 2.16.3 fraud, forgery, uttering a forged instrument knowing it to have been forged; or
 - 2.16.4 attempt, or incitement of conspiracy, to commit an offence under this subsection.
- 2.17 attempts to secure intervention from political sources in relation to his position or conditions of employment in the University;
- 2.18 engages in any activity, political or otherwise, which interferes with the due performance of his/her duties in the University.

CONSEQUENCES

G3 In the event that any of the regulations in this section have not been adhered to, the following procedure shall be followed for redress;

- 3.1 The Responsible Officer shall issue first verbal warning to the staff member.
- 3.2 If there is no improvement, the Responsible Officer shall issue a written warning to be acknowledged by the staff member with a copy to the Registrar.
- 3.3 If there is no improvement after the second warning (as in 3.2), the Responsible Officer shall refer the matter to the Registrar who may suspend the staff member pending consideration of the Non-Academic Staff Disciplinary Committee. The staff member who has been suspended may continue to receive a salary during his/her period of suspension up to three months or half pay up to three months or without pay depending on the gravity of the case committed.

G4 STAFF DISCIPLINARY COMMITTEE

4.1 There shall be a Non-Academic Staff Disciplinary Committee comprising the following:

Non-Academic Appointments and Promotions Committee - Chairperson
 Head of Department or Section in which the Staff belongs
 Executive Officer - Secretary
 Director of Finance and Investments or his/her nominee
 Any two Staff Members appointed by the Vice Chancellor

4.2 The Committee may co-opt up to two other staff.

G5 PROCEDURE FOR STAFF DISCIPLINARY COMMITTEE

- 5.1 All disciplinary matters shall be directed to the Registrar who shall refer them to the Chairperson of the Disciplinary Committee who shall convene a meeting within 14 working days.
- 5.2 A Staff member shall be advised of the charges against him/her within reasonable time to allow him/her prepare his/her defence.
- 5.3 A Staff member who does not wish to appear before the Committee in person may send in written response.
- 5.4 A quorum shall be formed by *four* members of the Committee members present including coopted members.
- 5.5 In the absence of the Chairperson, the Committee shall elect a Chairperson among the members.
- 5.6 During the hearing, all evidence shall be made available to the staff member facing charges.
- 5.7 The proceedings of the Committee shall be simple and as informal as possible provided all necessary rules of natural justice are observed.
- 5.8 All interested parties including concerned Heads of Department and Deans may be called to sit in not as members of the Committee but as witnesses.
- 5.9 The Committee may make other rules of procedure in addition to the ones herein for the smooth running of its proceedings.
- 5.10 On receiving a recommendation from the Committee, a decision shall be made as soon as practicable by the Registrar.
- 5.11 A staff member who is aggrieved by the decision shall have the right to appeal to the Vice-Chancellor.

SECTION H
ALLOWANCES

The regulations in this section
apply to all types of appointment

SUBSISTENCE

- H.1 A Staff Member who undertakes official duties away from the University site may claim the subsistence allowances as determined by Council from time to time.

DISTURBANCE

- H.2 When a Staff Member who is a tenant of the University is requested to move into another University house he/she shall claim a disturbance allowance at a rate to be determined by Council from time to time.
- H.3 When a Staff Member is required by the University to move from one duty station to another he/she may claim a disturbance allowance at a rate to be determined by Council from time to time.

TRANSPORT

- H.4 A Staff Member is entitled to transport on first appointment, transfer or termination of employment.

USE OF PERSONAL VEHICLE ON OFFICIAL BUSINESS

- H.5 Reimbursement of expenses while traveling on University business using motor vehicles as authorized by the University Registrar/Deputy Vice Chancellor shall be at 50% cost of fuel per litre multiplied by total number of kilometers covered round trip.

SECTION J

ADVANCES AND LOANS

The Regulation in this section do **not** apply to temporary staff

GENERAL

- J1. No Staff Member can claim an advance as a right.
- J2. Advances will not be granted to Staff Members who: -
- 2.1 are on probation;
 - 2.2 are on temporary employment terms;
 - 2.3 are on contract terms and have served less than six months.
- J3. Whichever way, the University Registrar has discretion to approve or not approve applications for advances.
- J4. No request for advance will be approved until all repayments on an earlier advance of the same type have been paid off.
- J5. No request for advance will be approved if the deductions from salary required would, in conjunction with any other deductions, exceed half the amount of the monthly salary.
- J6. No request from Staff appointed on contract terms will be approved when the period of repayment is longer than the period remaining on the contract.

TYPES OF ADVANCES AND LOANS

- J7. The University may consider the following types of advances and loans: -
- 7.1 Bicycle;
 - 7.2 Motorcycle
 - 7.3 Education;
 - 7.4 Emergency
 - 7.5 Motor Vehicle
 - 7.6 General Purpose Advance

BICYCLE LOAN

- J8. **Frequency** - As soon as the previous advance is cleared.
- J9. **Amount** - Four-fifth of the annual salary or the cost of the bicycle whichever is less for a bicycle advance.
- J10. **Payment** - Must be made to the Staff Member
- J11. **Repayment** - The repayment of the advance should be over a period of 24 months.
- J12. **Type of Bicycle** - Advance will normally be given only for a new bicycle.

EDUCATION LOAN

- J13. **Approval** - By the Registrar for a course of study (including examination fees),
J13.1 - will lead to the award of a higher academic or professional
qualification,
J13.2 - is likely to increase the efficiency of the applicant and his/her
usefulness in the University.
- J14. **Amount** - the actual fees up to a maximum of six months salary.
- J15. **Payment** - must be made to the examining board and not to the Staff Member.
- J16. **Repayment** - over not more than twenty four months installments. No interest will
be charged.

EMERGENCY ADVANCE

- J17. **Definition** - An emergency is strictly to be defined as a situation, which **could not
have been foreseen** affecting the applicant or immediate family. Evidence of the emergency must be produced to convince the Registrar of the genuineness of the emergency. The Registrar may consult people or call for evidence to arrive at a decision.
- J18. **Amount** - not exceeding three months salary
- J19. **Repayment** - over not more than six monthly instalments at 10% interest.

MOTOR VEHICLE LOAN

- J20. **Eligibility** - a motor vehicle loan may be granted to a Staff Member in Scale G–
above approved by the Registrar.
- J21. **Payment** - must be made to the Staff Member.
- J22. **Repayment** - must be repaid over a maximum period of 72 months at an interest rate
of 10%. The Form of Agreement will be the same as that used by the Academic and Administrative Staff of the University obtainable from the Finance Officer to whom the approved application will be submitted for payment. In the case of contract staff, repayment period will be 48 months or the period remaining of the contract whichever is the shorter.

HOUSING LOAN

- J23. The University may grant, out of a fund established for that purpose, an advance to assist a Staff member in meeting the expenses of acquiring or building a house.
- J24. The advance will be granted under terms and conditions to be decided by Council.

SECTION K

HOLIDAYS

The Regulations in this section do not apply to temporary staff, except where they are marked with (T)

ANNUAL HOLIDAYS

K1. The Staff Member is entitled to the following holiday days in each complete year period beginning 1st July: -

(a)	Staff on Scales D to G	-	24 working days
(b)	Staff on Scales H - J (B)	-	30 working days
(c)	Daily/Hourly paid Staff	-	12 working days

Under K1 (c), the 12 days will only be applicable when the employee has been hired for a continuous period of 9 months.

Saturdays, Sundays and Public Holidays do not count against a holiday entitlement.

K2. The Staff Member is not entitled to take holidays within three months of his/her appointment, but may take it thereafter.

K3. Holidays will normally be taken during University vacations.

K4. Holidays may be accumulated to a maximum of 40 days. Subsequent to this holidays not taken will be forfeited.

K5. Payment in lieu of holiday is not permitted, except where the University finds it extremely necessary for the Staff not to be away.

K6. Where a Staff Member's salary changes during a year, he/she shall during that year be entitled to the rate of leave applicable to the revised salary.

HOLIDAY GRANTS

K7. Once in each financial year, a Staff Member proceeding on holiday shall be entitled to a full holiday grant at prevailing University rates.

LEAVE OF ABSENCE WITHOUT PAY

K8. At the Registrar's discretion and supported by the consent of the Head of Department/Section, up to a maximum of twelve months unpaid leave may be granted provided that the additional unpaid leave may be given for attendance at an approved course in accordance with Regulation M.10, provided that the Staff Member has served not less than 4 years.

K9. In a situation where an employee is to be away from work for reasons not covered by the University programme, may (in exceptional cases) be granted leave of absence without pay for up to a maximum of 12 months.

MEDICAL BENEFITS

- K9. The University provides optional subsidized medical attention to members of the Staff in Scales G to J. through a Medical Aid Scheme where the staff member pays a proportion of the premiums and actual cost of medical consultation and treatment

SICK LEAVE

- K10. The University will grant up to six months leave on full pay, provided that the illness is supported by a Doctor's report.
- K11. Sick Leave beyond six months up to a maximum of another six months will be on a half pay, thereafter it will be on no pay. Provided that the illness is supported by a Doctor's report, the Staff member may be retired on medical grounds.
- K12. The Staff member shall advise the University Registrar as soon as possible that he/she will not be available on account of illness. The following procedures shall be adopted: -
- 12.1 In the event of the absence of any Staff member exceeding 5 days, a medical certificate shall be produced within a reasonable period of such absence and at intervals not exceeding one month.
 - 12.2 A Staff member upon discharge from hospital or similar institution shall submit a medical certificate.
 - 12.3 Upon discharge a Staff member shall obtain a medical certificate of fitness to resume work if and when requested by the University.
 - 12.4 If a member of Staff falls ill while on leave the period of illness will count as ordinary leave. If his/her return to duty is likely to be delayed he/she must inform the University Registrar promptly and arrange for a medical certificate to be sent as soon as possible. If the member's leave has to be extended because of illness, the period of extension will count as ordinary leave.
 - 12.5 Employment should not be terminated on medical grounds unless there is medical certificate that the employee is incapacitated. Termination of employment shall be based on a medical certificate.
 - 12.6 Members of Staff are entitled to sick leave only for themselves. A member of Staff who absents himself/herself from duty because of illness of a child, spouse/husband or relative must apply for ordinary leave or Compassionate Leave.
 - 12.7 Non-national members of Staff are eligible for sick leave in accordance with the provisions of their Conditions of Service except that they are allowed only up to three (3) months sick leave on full pay and for the next three (3) months on half pay.

MATERNITY LEAVE

- K13. Female members of Staff are entitled to a maternity leave with full pay for a period of three months. If after the expiry of the three months of maternity leave, the Staff member requests for the continuation of maternity leave, and produces a medical certificate about her own health in support of the request, the Staff member may be granted up to three months sick leave on half pay.
- K14. The University reserves the right to request for additional medical evidence.

- K15. Maternity leave can only be granted once every two years otherwise maternity leave will be without pay if taken in two consecutive years.

COMPASSIONATE LEAVE

- K16. Compassionate leave will normally be granted to a member of staff in the event of the serious illness or death of the following:-
- 16.1 the spouse of member of staff;
 - 16.2 any child, including a step child or adopted child of the member of staff;
 - 16.3 either parent of member of staff and either parent of spouse;
 - 16.4 the registered next of kin of member of staff.
- K17. Other requests on compassionate leave will be at the discretion of the Registrar on the recommendation of Head of Department/Section.
- K18. All applications for compassionate leave must give full details of the grounds for the application. Supporting documents may be attached to the application.
- K19. In respect every such case, compassionate leave may be granted for a maximum period of not exceeding 5 working days in a financial year, on full salary. Any period of leave in excess of the maximum will be debited against vacation leave accrued. If the leave granted is more than the amount of leave standing to the Staff Member's credit, the excess will count as leave without pay.
- K20. In the event of the serious illness or death of any other relative of a member of staff, leave of absence may be granted. This will be debited against vacation leave accrued. If the, leave granted is more than the amount of leave standing to the member's credit; the excess will be counted as leave without pay.

SECTION L

TRAINING

The Regulations in this section do **not** apply to temporary/contract staff

GENERAL

- L1. A Staff Member at discretion of the University and in keeping with its planned staff development programme may be accorded a privilege of training with a view to:
- 1.1 improving the standard of work in the job; and
 - 1.2 improving qualifications and suitability for promotion.
- L2. As much training as possible shall be on-the-job.
- L3. Where on-the-job training or opportunities for such training are **insufficient**, attendance of classes will be considered.
- L4. Where attendance of classes is considered to be in the University's interest, the following conditions will be observed: -
- 4.1 the course is of direct benefit to the University in the Staff member's existing or intended post,
 - 4.2 arrangements can be made to continue the Staff Member's work in his/her absence, and
 - 4.3 the Staff Member gives a written undertaking to remain in the University employment after completing the course for a period as agreed beforehand, taking into account the nature and length of the course.
- L5. In selecting the course the following will be considered in this order: -
- 5.1 evening classes,
 - 5.2 part-time or day release courses,
 - 5.3 full time courses,
- so that the Staff Member is absent from duty as little as possible. Distance Education courses shall be encouraged.
- L6. A Staff Member shall continue to receive pay if the Registrar is satisfied with the requirements of paragraphs L 4 and L 5. The University shall meet no other costs relating to the course. However, it may be possible to grant a refund of examination fees associated with an approved course of study.
- L7. Evening classes, part time, or day release courses do not affect leave earning or leave entitlement. Any period spent on a full time course will not earn leave, but any leave earned but not taken before the beginning of the course may be taken at the end of the course irrespective of the year in which the leave was earned.
- L8. A Staff Member may be given an education advance to meet the cost of the approved course.
- L9. A Staff Member may not enrol in a full time course, which involves absence from duty for a period exceeding four weeks without the consent of the Head of Department/Section and

approval from the Registrar. Such approval will not be given without the certification described in paragraph L6.

- L10. A Staff Member intending to go on a course of study for which approval in terms of paragraph L9 has not been granted, such Staff Member may apply for unpaid leave/leave of absence without pay, in addition to any leave due, for the purpose of attending the course.
- L11. The spouse and up to four dependent children (as defined in the Terms and Conditions of Service) of a member of staff shall be exempted from payment of tuition fees for a Mzuzu University programme or for auditing any Mzuzu University course of study, provided they have been properly admitted and registered and are not eligible for sponsorship and provided further in the case of auditing, they have permission from the Head of Department.
- L12. A Staff member who has been sponsored by the University for further training, will be required to sign an agreement with the University bond, which will bind him to work for a period of not less than the period spent on training on his return or pay the total cost of the training to the University if he/she wishes to resign before working for said period.

SECTION M

UNIFORMS

The Regulations in this section
apply to selected types of appointment

GENERAL

The unit of issue, unless otherwise specified, is initially two to be replaced as need arises.

SCALE OF ISSUE

DIVISION	ITEM	UNIT OF ISSUE PER YEAR
M1	HEALTH SERVICES	
	M1.1 White dresses for Nurses	Two and one thereafter.
	M1.2 White Laboratory coats for Clinical Officers	two and replace as need arises.
	M1.3 White Laboratory coats for Laboratory Assistants	two and replace as need arises
	M1.4 Safari suits (short sleeves) for Caretakers	Two and one thereafter
M2	CAFETERIA	
	M2.1 White suits and tops for Cooks.	Two and one thereafter.
	M2.2 Safari suits (short sleeves) for Caretakers	Two and one thereafter.
	M2.3 Khaki aprons for Cleaners	Two and one thereafter.
	M2.4 White canvas shoes for Cooks & Assistant Cooks	One pair every two years
	M2.5 Gum boots for Kitchen Assistants	One pair, every two years
	M2.6 White aprons for cooks	Two and one thereafter.
	M2.7 White coats for Caterer and Assistant Caterer	Two and one thereafter.
	M2.8 White coats for Storekeeper	Two and one thereafter.
	M2.9 Gum boots for Storekeeper	One pair every two years.

DIVISION	ITEM	UNIT OF ISSUE PER YEAR
M3	SECURITY	
	M3.1. Suits for Security Guards	Two and one thereafter
	M3.2. Ties	One
	M3.3. Military boots	One pair every two years
	M3.4. Shirts	One pair every year
	M3.5. Black Caps	One
	M3.6. Whistles	One
	M.3.7. Button Sticks	One
	M3.8. Torches	One
	M3.9. Raincoats	One every two years
	M3.10. Training kit (canvas and vest)	One every year.
M4	DRIVERS	
	M4.1. Suit with lining	Two and one thereafter
	M4.2. White Shirt	Two every year
	M4.3. Ties	One
	M4.4. Overalls	Two for the pool
	4.5. Shoes	One every two years
M5	PORTERS	
	M5.1. Safari suits	Two and one thereafter
	N5.2. Shoes	One pair every two years
	N5.3. Rain coats	One every two years
M6	OFFICE ASSISTANTS	
	M6.1. Shirt & Trousers/ Skirt & brouse	Two and one thereafter
	M6.2. Shoes	One pair every two years
	M6.3. Rain Coats	Two for the pool

DIVISION	ITEM	UNIT OF ISSUE PER YEAR
M7	REPROGRAPHERS	
	M7.1 Blue coat	One every two years
M8	CARETAKERS	
	M8.1. Safari suits (short sleeved) for male Caretakers	Two and one thereafter
	M8.2. Dresses for female Caretakers.	Two and one thereafter
	M8.3. Gum boots	One pair
	M8.4. Hand gloves (as required)	One pair
	M8.5 Aprons	Two and replace as need arises.
M9	LANDSCAPE ATTENDANT/ASSISTANT	
	M9.1. Khaki overalls	Two and one thereafter
	M9.2. Gum boots	One pair every two years
	M9.3. Hand gloves (as required)	One pair
M10	TRADES	
	M10.1. Overalls to Electricians, Carpenters, Brick Layers, Plumbers, Welders, Painters	Two and one thereafter
	M10.2. Gum boots to Bricklayers and Plumber (as required)	One pair every two years
M11	SUPERVISORS	
	M11.1. White Khaki Coats	One and replace as need arises
M12	LIBRARY	
	M12.1. Blue coats for Book Binder	Two and replace as need arises
	M12.2. White coats for Library Assistants	One and replace as need arises
M13	LABORATORIES	
	M13.1. White coats	Two and one thereafter.
	M13.2. Gum boots and gloves (as required)	One pair and replace as need arises

DIVISION	ITEM	UNIT OF ISSUE PER YEAR
M14	MECHANICS	
	M14.1. Overalls	Two and one thereafter
	M14.2. Boots	One pair
M15	PROCUREMENT AND STORES	
	M15.1. White coats	One and replace as need arises

**SECTION N
APPENDICES**

Appendix 1

MZUZU UNIVERSITY

APPLICATION FOR A LOAN FOR PURCHASE OF BICYCLE
(AGREEMENT ON REVERSE)
(To be completed in duplicate)

A. TO BE COMPLETED BY SELLER

(An advance can be given only for a **new** bicycle)

Seller's Name.....

Seller's Address

.....

Make of Bicycle..... Frame No.....

Price to be paid (exclusive of cost of accessories purchased over and above accessories included in price of bicycle) K.....

Signature of

Seller.....DATE.....

.....

B. TO BE COMPLETED BY APPLICANT

Staff Member Appointment.....

Amount of Loan Requested K..... Salary per annum K.....

Period of Repayment Over.....Months. (maximum is 30 months).

Last Bicycle Loan in 19.....

Other Outstanding Loans in my Name are

.....

Signature of

Applicant.....DATE.....

C. TO BE COMPLETED BY HEAD OF DEPARTMENT

I recommend/do not recommend* the grant of a Loan. (if not recommended attach reasons).

REGISTRARDATE:.....

D. TO BE COMPLETED BY THE REGISTRAR

I approve/do not approve* a Loan as in "B" above.

REGISTRAR:.....DATE.....

Pass:

1 copy to Director of Finance and Investment

1 copy Personal File

Paid by Voucher No..... of 20.....* Delete as necessary.

AGREEMENT OF A LOAN TO PURCHASE A BICYCLE

Agreement made this day of one thousand, nine hundred and Between (hereinafter called the Borrower) and Mzuzu University.

It is agreed as follows:-

The University agrees to pay to the Staff Member (Borrower) the sum of K.....,

The Borrower agrees: -

To repay the Loan with interest at 10% over the period of months by deductions from his salary.

Not to sell, assign or in any way dispose of the bicycle without authority of the University until all monies including interest, have been repaid;
to report to the Registrar if the bicycle become unfit to use.

If the Borrower: -

dies, leaves or is dismissed;

disposes of the bicycle illegally;

breaks this agreement in any way;

make a false application

Then, the Borrower shall pay the balance of the Loan outstanding together with the interest, and the University shall have authority to deduct outstanding amounts from monies due to the Borrower.

If the Borrower is unable to pay the balance in circumstance outline in paragraph c, the University shall have power to seize bicycle.

This agreement shall be discharged when the Borrower has paid the debt and interest.

Witness our hands the day and year written above.

SIGNED BY THE BORROWERin the presence of:

Witness: Signature Full Name.....

Address.....

.....STAMP REQUIRED

Occupation.....

SIGNED ON BEHALF OF THE UNIVERSITYin the presence of:

Witness: SignatureFull Name.....

Address.....Occupation

Appendix 2

MZUZU UNIVERSITY

CAR LOAN AGREEMENT

(To be completed in triplicate)

THIS AGREEMENT is made theday of. BETWEEN. designation salary (Hereinafter called the BORROWER) of the one part and COUNCIL OF MZUZU UNIVERSITY (hereinafter referred to as THE UNIVERSITY) on the other part.

WHEREAS the Borrower who is in full employment of the University is desirous of obtaining a loan from the University to enable him/her purchase a motor vehicle and WHEREAS the University undertakes to pay the purchase price, less any moneys provided by the Borrower if any, from its own sources or where the University is unable for any reason whatsoever to provide funds from its sources it shall enter into an agreement with any other financial institution for the purpose of obtaining a financial loan to assist the Borrower and WHEREAS in consideration of the undertaking and payment aforesaid the Borrower enters this BOND with the conditions hereunder to secure the due repayment of the loan and the due performance of the conditions and obligations hereinafter set out IT IS HEREBY AGREED AS FOLLOWS:

1. a) That the University shall lend the Borrower the sum of being the purchase price/part purchase price of a motor vehicle described in the schedule hereto.
- b) That the University shall lend the Borrower the said sum of from sources from another financial institution namely at an interest of which may be reviewed from time to time by the said financial institution.

OR

- c) That the University shall lend the Borrower the said sum of from sources from another financial institution namely at an interest of which the said financial institution may review from time to time.
- d) That the University shall pay to the Borrower.
- e) That the said loan shall be repaid by monthly instalments for a period ofmonths commencing on the first month following the month in which the loan is granted.
- f) That the University shall deduct from the Borrower's monthly salary all sums due herein.
- g) That this agreement shall be terminated upon:
 - i) the borrower making default in performing any of his/her obligations under this agreement.
 - ii) the borrower committing an act of bankruptcy.
 - iii) the death of the borrower.
 - iv) the borrower ceasing to be in full time employment of the University.

- h) That on such termination as referred to above then all sums remaining unpaid shall become payable immediately.
 - i) That if the borrower is unable to repay all sums due and he/she does not offer any alternative means of repayment acceptable to the University, the University shall seize the said motor vehicle and sell the same by tender or by any means deemed reasonable by the University provided that the University deducts all reasonable costs arising from the sell and all monies due, and the balance of the proceeds if any shall be paid to the borrower.
2. And the borrower hereby agrees:
- a) To purchase absolutely and pay the whole of the purchase price of a motor vehicle described in the schedule hereto.
 - b) To have the said vehicle examined and valued by a certified motor examiner who shall complete Appendix I hereto.
 - c) To insure the said motor vehicle, effect a comprehensive insurance policy and pay all the premiums with an insurance company approved by the University until the said loan and interest thereon are fully repaid or otherwise discharged. The insurer or its agent shall complete Appendix II hereto.
 - d) To punctually pay all sums due herein.
 - e) To maintain the said motor vehicle at all times in sound running condition.
 - f) Not to sell, assign, charge pledge or otherwise dispose of his/her property or any part of his/her property or other interest in the said motor vehicle or suffer anything whereby the property or other interest aforesaid shall become vested absolutely or otherwise in any other person whether by way of distress, execution or any other legal process without the written consent of the University.
 - g) Not to remove the said motor vehicle from Malawi without the written consent of the University.
 - h) To be bound by this agreement and also to bound his/her heirs, executors and administrators.

AMENDMENT

The University reserves the right to amend the terms herein and the borrower will be notified of the same.
As witness the hand of the said parties, the day and year first above written:

SIGNED by on behalf of
the Council of the Mzuzu University

.....

DESIGNATE

In the presence of

Date:

.....

Name:

Occupation:

Address:

.....

.....

SIGNED by the said

Date:

(Name of borrower)

In the presence of

Name:

Occupation:

Address:

.....

SCHEDULE OF MOTOR VEHICLE

Make:

Year:

Registration No.

Engine Number.

Chassis Number:

Seating Capacity:

APPENDIX I

TO : Traffic Commissioner (Examiner of Motor Vehicles)

FROM: Finance Officer, Mzuzu University, Private Bag 1, Luwingu Mzuzu 2

I should be grateful if you would value the motor vehicle as detailed on the schedule attached.

DIRECTOR OF FINANCE AND INVESTMENTS

OFFICIAL STAMP

EXAMINER OF MOTOR VEHICLES

We certify that the vehicle has been examined and that its value is K.....

We regard further expenditure of K..... essential to render it fully serviceable.

.....

OFFICIAL STAMP

.....

On behalf of the Board

APPENDIX II

DETAILS OF INSURANCE

Name of Insurance Company

.....

Address of Insurance Company

.....

Cover Note No. Covers full Comprehensive Cover for a value of
K..... in respective of the car Registration Number.....

Action has been taken to note the University's interest under a Loan Agreement and also, indemnity to Employer Clause. Payment of a mileage allowance will not be deemed to constitute use for hire or reward. The insurance covers workmen's compensation for fully employed driver employed by learner driver. The insurance will not be allowed to lapse without prior reference to Mzuzu University.

.....

INSURANCE COMPANY AGENT

DATE:

FORM OF APPROVAL

Other Advances/Loans Outstanding (To be completed by the Director of Finance and Investments)

<u>Type of Advance/Loan</u>	<u>Amount Outstanding</u>	<u>Last Instalment Due</u>
.....
.....
.....
.....
.....

Loan Approved

Payment Approved

.....

.....

University Registrar

Director of Finance and Investments

Date:

.....

Appendix 3

MZUZU UNIVERSITY

EMERGENCY ADVANCE/EDUCATION LOAN

(To be completed in triplicate)

A. I _____ Appointment _____ request an advance of salary on the conditions set out overleaf of K _____ to meet the following emergency/costs of my education as follows (attach details where necessary):

My date of appointment to the University was on _____ and my present annual salary is K_____. I agree to repay this advance in _____ monthly instalments.

Date: _____

Signature: _____

Recommended by Head of Department: _____

B. TO BE COMPLETED BY FINANCE OFFICER

Other advances/loans outstanding are:

	Type of Advance/Loan	Amount Outstanding	Last Instalment Due
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____

Date: _____

Accountant: _____

C. I recommend that an advance of K _____ should be/should not be given for the following reasons. The advance should be repayable over _____ months.

Date: _____

Finance

Officer: _____

D. I approve/do not approve the recommendation that an advance of K _____ should be/should not be given for the following reasons. The advance should be repayable over _____ months.

Date: _____

Registrar: _____

To: Director of Finance and Investments

A. GENERAL CONDITIONS

1. No Staff Member can claim an advance/loan as a right.
2. Advances/Loans will not be granted to Staff Members who:

- a) if on permanent terms, are on probation;
 - b) are on temporary terms;
 - c) if on contract terms, are within the first six months of the beginning of a contract.
3. The Registrar has complete discretion to approve or refuse applications for advances.
 4. No advance will be made until all repayments on advance of the same type have been paid off.
 5. No advance/loan will be made if the deductions from salary required would, in conjunction with any other deductions, exceed half the amount of the monthly salary.
 6. No advance will be made to staff appointed on contract terms when the period of repayment is longer than the period remaining on the contract.

B. EMERGENCY ADVANCE

7. **Definition** - an emergency is strictly to be defined as a situation which could not have been foreseen affecting the applicants person or immediate family. Evidence of the emergency must be produced to convince the Registrar of the genuineness of the emergency. The Registrar may consult people or call for evidence to help decision.
- Amount** - not exceeding three month's salary.
- Repayment** - over not more than six monthly instalments 10% interest.

Appendix 4

RETIREMENT BENEFITS

All tenured national Non-Academic staff on attaining retirement age shall receive their benefits on the following formula:

- a) For those who have served 20 years and above:

$$\frac{20 \text{ years} \times 3 \times \text{final annual basic salary}}{20}$$

For those who have served less than 20 years but have reached retirement age from 60 years,

$$\frac{\text{Years in service} \times 3 \times \text{final basic salary}}{20}$$

Note: Those who have served 21 years and above use $3 \times \text{annual salary} = \frac{20}{20} \times 3 \times \text{annual salary}$

- b) Retirements Benefits from Insurer (National Insurance Company):

Defined contribution
which will include total member contribution plus employer contribution plus
bonuses: -

The formula is as follows: -

$$\frac{1-x \text{ years in service} \times \text{final annual basic salary}}{3}$$

From the above formula benefits are computed and paid as lump sum. The commutation factor varies with age and ranges from 9.45 and over (NICO formula based on age). The two third ($\frac{2}{3}$) balance is divided by 12 to get pension per month.

- c) Death Benefits

Calculated at 3 times annual salary as per the condition of the Group Life Policy plus member's contribution and employer's contribution

Appendix 5

OFFER OF PERMANENT APPOINTMENT FOR NON-ACADEMIC STAFF - SCALES D-J

To:
.....
..... (in duplicate)

Dear Sir/Madam,

I am pleased to offer you the following appointment with Mzuzu University.

- 1. Post.....
- 2. Salary.....
- 3. Entry Point.....
- 4. Date of Commencement.....
- 5. Incremental Date.....

You will be employed on probation for six months. This means that during your period of probation either you or the University can terminate your employment at one month's notice or by payment of one month's salary in lieu of notice without reasons. On satisfactory completion of the probationary period you will be considered for confirmation in this appointment.

On your appointment you are eligible to join the University Superannuation Scheme, and your basic salary has been topped up by 5% to enable you to contribute to the Scheme.

If you accept the offer of appointment and agree to abide by staff regulations (these can be seen in the Registry) please sign this letter in the space provided below and return the whole letter to this office, retaining the second copy for your own use. The signed letter will then constitute an agreement between you and the University.

Yours faithfully,

UNIVERSITY REGISTRAR

cc: Director of Finance and Investments

The Registrar,
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2.

Dear Sir/Madam,

I accept the offer of the above employment with Mzuzu University on the conditions stated above. I understand that I shall be employed for a period of probation, which may be terminated at one month's notice or by payment of one month's salary in lieu of notice and that thereafter I shall be employed on permanent terms on the current regulations.

Yours faithfully,

.....

Date..... Witness.....

Appendix 6

OFFER OF TEMPORARY APPOINTMENT FOR NON-ACADEMIC STAFF

To:.....
.....
..... (in duplicate)

Dear Sir/Madam,

I have pleasure in offering you the following temporary employment with Mzuzu University.

- 1.Post.....
- 2.Salary Scale.....
- 3.Entry Point.....
- 4.Date of Commencement.....

The appointment is on a month-to-month basis, either you or the University can terminate your employment at one month's notice, or by payment of one month's salary in lieu of notice without giving reasons.

If you accept this offer of appointment and agree to abide by staff regulations, which apply to temporary staff (these can be seen in the Registry), please sign this letter in the space provided below and return the whole letter to this office, retaining the second copy for your own use. The signed letter will then constitute an agreement between you and the University.

Yours faithfully,

UNIVERSITY REGISTRAR

cc: Director of Finance and Investments

The Registrar
Mzuzu University
Private Bag 201
Luwinga
MZUZU 2

Dear Sir/Madam,

I accept the offer of appointment on the conditions stated above.

Yours faithfully,

Date..... Witness.....

Appendix 7

OFFER OF APPOINTMENT ON CONTRACT TERMS FOR NON-ACADEMIC STAFF

To:.....
..... (in duplicate)

Dear Sir/Madam,

I have pleasure in offering you the following appointment on contract for the period of ... from the date of commencement with Mzuzu University.

1. Post.....
2. Salary Scale.....
3. Entry Point.....
4. Date of Commencement.....

The conditions of service are the same as those for permanently employed Non-Academic Staff of the University except that: -

- a) you have no period of probation
- b) you are not eligible for the Superannuation Scheme nor for a Gratuity.
- c) you are not eligible for any advances within the first six months of your employment.

Thereafter you are subject to the regulations about advances except that you will not be given any advance, the period of repayment for which is longer than the period remaining on your contract.

You may see the Staff Regulations in the Registry.

If you accept the offer of this appointment on the conditions stated above, please sign this letter in the space provided below and return the whole letter to this office, retaining the second copy for your own use. The signed letter will then constitute an agreement between you and the University.

Yours faithfully,

UNIVERSITY REGISTRAR

cc: Director of Finance and Investments

The Registrar,
Mzuzu University
Private Bag 201
Luwinga
MZUZU

Dear Sir/Madam,

I accept the offer of a contract for (period) with Mzuzu University on the conditions stated.

Yours faithfully,

.....

Date..... Witness.....