



## VACANCY



The Lilongwe Institute of Orthopaedics and Neurosurgery (LION) is an autonomous not-for-profit institution managed by the LION Trust. LION functions as the orthopaedics and neurosurgical department of Kamuzu Central Hospital and provides quality public and paying services in trauma, orthopaedics, neurosurgery, with the goal of reducing the high level of disability and its economic impact on the people of Malawi, on the individual and on community level. LION has recently constructed a modern Research and Training Centre for the training of health care workers and conducting locally relevant high-level medical research.

We are looking for an enthusiastic and hardworking individual with the right skills to fill the position of;

**Position:** Research Centre Manager  
**Reporting to:** Finance Director  
**Location:** Lilongwe  
**Period:** 2 years (with a possibility of extension)

### Job Summary

The Research Centre Manager for the LION Research and Training Centre will play a pivotal role in the successful establishment and operational management of the newly opened research facility. This position is responsible for developing and implementing long-term strategies that align with the Centre's mission and the broader organizational vision. The Research Centre Manager will ensure that the Centre operates efficiently, effectively, and sustainably while meeting its goals and objectives.

### Duties and responsibilities

- Oversee the day-to-day operations of the Research Centre, ensuring smooth and efficient functioning including; facility supervision, bookings and rental of conference and meeting facilities, library access and development, training course and catering administration etc
- Develop and implement long-term strategies and set clear goals and objectives for the Research and Training Centre together with the LION Head of Research and LION executive management, aligning them with the overall vision for LION and the LION Research Centre

- Identify areas for improvement in processes and implement strategies to enhance efficiency and productivity
- Develop and manage budgets, forecast performance and monitor outcomes
- Prepare and present financial reports to LION management, ensuring transparency and accountability
- Analyse market trends, identify opportunities, and assess competitive landscapes to inform strategic decisions
- Identify and manage risks, implementing strategies to mitigate potential losses, and ensure compliance with relevant laws
- Conduct performance appraisals of research centre staff
- Develop and implement strategies for various marketing channels, including digital marketing, social media, email marketing, and traditional media in collaboration with LION senior management
- Monitor key performance indicators (KPIs) to assess the effectiveness of research centre activities and make data-driven decisions
- Recognize and engage with all individuals or groups who have an interest in or are affected by the Research and Training Centre
- Stand-in for any member of staff that is unavailable to carry out their duties to prevent any unfilled gap where necessary
- Perform any other relevant duties as set up by LION management

## **Education and Experience**

- A minimum of a University Degree in Business Administration (or equivalent qualification) from an accredited university.
- Experience at management level in a hospitality business and experience from research/training organisations will be an added advantage.
- Over 3 years relevant experience at senior management level in a profit-making or charitable organisation.
- Fluency in English and an effective communicator, both written and oral.

## **Key Competences**

- Communication skills and team working
- Information processing ability
- Accuracy

- Attention to detail
- Problem solving skills
- Ability to work independently
- Integrity and honesty
- Reliability and confidentiality
- Critical-thinking skills and ability to foster teamwork
- Manual dexterity

### **How To apply**

Please send:

- (1) Application consisting of; one-page-cover letter, and one-page statement detailing career goals and interests,
- (2) CV, including three relevant and up to date references that can be reached by phone and e-mail,
- (3) Certified copies of relevant certificates and any written references to;

**The HR Director,  
Lilongwe Institute of Orthopaedics and Neurosurgery (LION),  
P.O. Box 31653,  
Lilongwe.**

e-mail:

**recruitment@lion.mw**

The application (both e-mail and original hard copy) must be received no later than 5pm, Friday, 6<sup>th</sup> June 2025.

LION is an Equal opportunity Employer. We encourage women to apply.

Only shortlisted candidates will be invited for interviews.

***For more information visit: [www.lion.mw](http://www.lion.mw)***