



THE UNIVERSITY OF ZAMBIA

EMPLOYMENT OPPORTUNITY

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified and experienced persons to fill the following position at the University of Zambia in the Directorate of Research and Graduate Studies.

JOB TITLE: DIRECTOR – DIRECTORATE OF RESEARCH AND GRADUATE STUDIES

JOB PURPOSE:

Reporting to the Vice-Chancellor, the position is responsible for planning, organising, coordinating and directing academic, administrative and financial operations of the directorate in the provision of quality education services.

PRINCIPAL ACCOUNTABILITIES

- Controls and coordinates all activities and operations of the Directorate;
- Initiates the formulation of policies and guidelines governing the operations of the Directorate;
- Ensures implementation of policies and guidelines governing the operations of the Directorate;
- Promotes activities in the University;
- Oversees the enforcement of ethical practices in the conduct of research;
- Provides a platform for dissemination of research findings;
- Ensures that research guidelines are provided to students and staff in the University;
- Promotes postgraduate studies in the University;
- Oversees the enrolment and registration of students and ensures that the Directorate has adequate numbers of students in all programmes;
- Ensures that infrastructure and all other facilities in the Directorate are adequate and in proper working order;
- Coordinates planning and implementation of the Directorate budget, and ensures prudent utilisation of financial and physical resources;
- Ensures that the operations of the Directorate are financially sustainable;
- Leads in the mobilisation of financial resources for the Directorate ensuring the development and implementation of strategies and initiatives for generating revenue;
- Supervises subordinate staff and ensures that performance appraisal is conducted for all staff in the Directorate; and
- Directs the preparation of quarterly and annual operational performance reports.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree in a relevant field of specialization;

- Master's degree in a relevant field of specialization;
- PhD in a relevant field of specialization;
- Minimum of eight (8) years relevant work experience as an academic practitioner and must be at the level of Senior Lecturer or above;
- Excellent verbal and written communication skills; and
- Must have proof of valid membership to a professional organization or association.

Only candidates who meet the specified requirements need to apply to the address indicated below, enclosing their detailed Curriculum Vitae, copies of educational certificates, names and addresses of three traceable references and contact address/ telephone/e-mail details. **The position applied for should be clearly marked on the envelope.**

Applications to be sent to: **The Registrar
University of Zambia
P O Box 32379
Lusaka**

Closing date: **17th November, 2023**. Only short-listed candidates will be contacted. The University of Zambia is an Equal Opportunity Employer.

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