



THE UNIVERSITY OF ZAMBIA

JOB OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia.

1. EXECUTIVE DEANS

The Deans will be for the following Schools

- School of Veterinary Medicine
- School of Humanities and Social Sciences
- School of Engineering
- School of Nursing Sciences

JOB PURPOSE

The Executive Dean is a senior leadership role, responsible for the overall academic, administrative, and financial management of the designated School. The role involves ensuring the smooth running of academic and research programmes, fostering a culture of innovation, excellence, and strategic growth. The Executive Dean plays a critical role in shaping the School's long-term vision, advancing academic standards, and securing resources for both teaching and research initiatives.

KEY RESPONSIBILITIES

- Leads and manages the school's academic and administrative functions, ensuring alignment with the University's strategic goals;
 - Oversees curriculum development/review, teaching/learning, research and consultancy activities, identifying emerging trends and innovations to enhance academic offerings;
 - Coordinates and manages the School budget, ensuring resources are allocated efficiently to support academic and research programmes;
 - Initiates the formulation of policies and guidelines governing the operations of the School;
 - Represents the School in university-wide committees and ensures compliance with university policies and regulations;
 - Oversees the enrolment and registration of students and ensures that the School has adequate numbers of students in all programmes;
 - Ensures that infrastructure and all other facilities in the School are adequate and in proper working order;
 - Ensures that the operations of the School are financially sustainable;
 - Leads in the mobilisation of financial resources for the School by ensuring the development and implementation of strategies and initiatives for generating revenue;
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- Fosters a collaborative and supportive environment for faculty and students, promoting research excellence and interdisciplinary collaboration;
- Cultivates relationships with external stakeholders, including industry partners, government agencies and other academic institutions, to enhance opportunities for research, student training, and development;
- Mentors and develops faculty and staff, providing leadership in professional growth and performance evaluation;
- Promotes the School activities and achievements through public relations efforts and strategic communication; and
- Directs the preparation of quarterly and annual operational performance reports and submits the same to the Vice-Chancellor on a regular basis.

QUALIFICATIONS

- 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;
- Must be at the level of Associate Professor or above, with significant leadership experience in academic and administrative roles; and
- Must have proof of valid membership to a professional organization or association

REQUIRED EXPERIENCE

- A minimum of 10 years of academic experience within the relevant discipline.
- Extensive teaching experience at the university level, with a proven commitment to student engagement and experiential learning.
- A strong record of research publications in reputable journals.
- Demonstrated ability to secure research funding and lead initiatives focused on addressing development challenges.

2. DIRECTOR – INNOVATION, TECHNOLOGY TRANSFER, AND COMMERCIALIZATION

JOB PURPOSE

The Director of Innovation, Technology Transfer, and Commercialization (ITTC) will play a critical role in leading and advancing the university's research agenda. This position involves overseeing the development and implementation of research strategies, fostering innovation, and ensuring that the university's research output meets national and international standards. The Director will be responsible for promoting collaboration within the university and with external stakeholders, while ensuring the effective transfer of technology and commercialization of research outcomes.

KEY RESPONSIBILITIES

- Lead and manage the development and implementation of the university's innovation, technology transfer and commercialization strategy, ensuring alignment with the university's overall mission and goals.
 - Coordinate and manage all Intellectual Property, innovation, technology transfer and commercialization activities, ensuring compliance with ethical and regulatory standards.
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- Encourage innovation within the research community by identifying emerging technology and promoting the commercialization of innovation outputs.
- Build and maintain strategic partnerships with national and international research institutions, industry, and government bodies to enhance collaboration and secure funding opportunities.
- Manage innovation, technology transfer and commercialization budgets, allocate resources effectively, and ensure transparency and accountability in the management of research funds.
- Support staff and students in building their innovative capabilities through mentorship and training in business and product development.
- Represent the university at conferences, seminars, pitching events and other related events, enhancing the university's innovation and commercialization profile.
- Monitor and evaluate innovation, technology transfer and commercialization performance and impact, ensuring continuous improvement.
- Promote the licensing and registration of innovation to elevate the university's commercialization reputation and societal impact.

QUALIFICATIONS

- Grade 12/GCE Certificate, with a minimum of a credit in English and Mathematics.
- Bachelor's degree in a relevant field.
- Master's degree in a relevant field with emphasis in Materials Science, Technology or Engineering.
- Ph.D. in a relevant field with emphasis in Materials Science, Technology or Engineering.
- Must be or should have worked at the level of Senior Lecturer or higher, with significant leadership experience in academic and administrative roles.

REQUIRED EXPERIENCE

- Minimum of 8 years of experience in research management or a related field, preferably within an academic or research institution.
- Proven experience in leading and managing research initiatives, technology transfer, and commercialization.
- Experience in building and maintaining partnerships with research institutions, industry, and government bodies.
- Must have proven experience of working in a leading role (from inception to closure as PI or Co-PI) on significant national, regional and international research projects.

3. DIRECTOR – RESEARCH AND DEVELOPMENT

JOB PURPOSE

The Director – Research and Development (R&D) will play a pivotal role in advancing the university's research agenda. This position is focused on managing and coordinating research activities across the institution, ensuring that research initiatives are aligned with the university's mission and strategic goals. The Director will lead the development of research strategies, oversee academic and scientific research and support faculty in their research efforts, including internal and external funding and grants management. The role will also foster a culture of research excellence, ensuring high-quality outputs that contribute to the university's academic reputation, societal impact, and long-term development.

This position differs from roles focused on commercialization, as it will emphasize enhancing the research environment, strengthening academic research programs, and ensuring the alignment of research outputs with national and international standards.

KEY RESPONSIBILITIES:

- Lead the development and implementation of the university-wide research strategy, ensuring that research initiatives are aligned with the university's mission and objectives.
- Oversee and coordinate all research activities within the university, ensuring compliance with ethical standards, regulatory requirements, and academic integrity.
- Manage research budgets, allocate resources efficiently, and ensure transparency in the use of research funds.
- Foster a culture of research excellence by supporting emerging research areas and fostering innovative academic research projects.
- Establish and maintain strategic partnerships with national and international research institutions, government bodies, and academic networks to enhance research collaboration and opportunities.
- Mentor staff, and students in research methodologies, grant writing, and project management to enhance research capabilities.
- Promote and facilitate the publication and dissemination of research findings in academic journals and conferences to elevate the university's academic profile.
- Monitor and evaluate research performance, ensuring the effective achievement of research goals, and report on research outputs and impact to senior management.
- Work collaboratively with the university leadership to ensure that research strategies are in line with t
- he university's broader academic and institutional goals.

QUALIFICATIONS:

- Grade 12/GCE Certificate, with a minimum of a credit in English and Mathematics.
- Bachelor's degree in a relevant field.
- Master's degree in a relevant field.
- Ph.D. in a relevant field.
- Must be or should have worked at the level of Senior Lecturer or higher, with significant leadership experience in academic and administrative roles.

REQUIRED EXPERIENCE

- Minimum of 8 years of experience in research management or a related field, preferably within an academic or research institution.
 - Proven experience in leading and coordinating academic research initiatives and ensuring high-quality research outputs.
 - Experience in managing research budgets, resources, and ensuring compliance with academic and ethical standards.
 - Strong track record of fostering academic research collaborations and supporting faculty
 - Must have proven experience of working in a leading role (from inception to closure as PI or Co-PI) on significant national, regional and international research projects.
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4. DIRECTOR – COLLABORATIVE RESEARCH HUB FOR MULTIDISCIPLINARY ADVANCEMENT (CRHMA)

JOB PURPOSE

The Director of the Collaborative Research Hub for Multidisciplinary Advancement (CRHMA) will be responsible for leading the strategic planning, management, and operation of the Hub. This role involves fostering multidisciplinary and interdisciplinary research collaborations across various faculties and departments, securing funding from local and international sources, and promoting the Hub's research outputs. The Director will ensure the Hub's alignment with the university's mission, enhancing its research profile and overall impact.

KEY RESPONSIBILITIES

- Develop and implement the strategic vision and goals of the CRHMA, ensuring alignment with the university's mission and objectives.
- Oversee the day-to-day operations of the Hub, managing resources efficiently and ensuring smooth coordination between departments, researchers, and stakeholders.
- Lead and mentor a team of researchers, administrative staff, and students to foster a collaborative and productive research environment.
- Promote and facilitate multidisciplinary and interdisciplinary research collaborations across various university departments, supporting research projects that meet academic, ethical, and regulatory standards.
- Identify and secure funding opportunities from national and international sources to support research activities and the Hub's initiatives.
- Develop and manage the Hub's budget, ensuring efficient allocation of resources and transparency in financial management.
- Build and nurture partnerships with industry, government agencies, and other academic institutions to enhance collaborative research and funding opportunities.
- Represent the Hub at academic, professional, and public forums, effectively communicating its research activities, achievements, and goals.
- Ensure the quality and impact of research activities by monitoring and evaluating outcomes and maintaining compliance with university policies and ethical standards.
- Provide capacity-building opportunities for researchers and staff, including organizing workshops, seminars, and conferences to support career development and research skills.
- Facilitate multidisciplinary and interdisciplinary research collaborations across the university to improve academic and research outcomes.

QUALIFICATIONS

- Grade 12/GCE Certificate, with at least a credit in English and Mathematics.
 - Bachelor's degree in a relevant field.
 - Master's degree in a relevant field with a strong multidisciplinary and interdisciplinary research background.
 - Ph.D. in a relevant field.
 - Must be or should have worked at the level of Senior Lecturer or higher, with significant leadership experience in academic and administrative roles.
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REQUIRED EXPERIENCE

- Minimum of 8 years of experience in an academic or research setting, with a proven track record of managing research initiatives.
- Demonstrated success in securing research funding and managing research budgets effectively.
- Extensive experience in fostering multidisciplinary and interdisciplinary collaborations and building strong partnerships with internal and external stakeholders.
- Proven record of demonstration of co-ordination and collaborative skills.
- Must have proven experience working in an international organization at mid to senior management level.

5. CHIEF FINANCIAL OFFICER

JOB PURPOSE

The Chief Financial Officer (CFO) is a key Principal Officer responsible for directing the university's financial and accounting functions. Reporting to the Vice Chancellor, the CFO ensures financial sustainability, compliance, and optimal resource utilization. This role requires strategic leadership in financial planning, risk management, policy development, and regulatory adherence to support the university's mission and long-term goals.

KEY RESPONSIBILITIES

- (i) **Financial Strategy & Planning:** Provide strategic financial recommendations to executive management and the university council. Develop and implement financial strategies, budgets, and forecasts aligned with the university's goals while ensuring compliance with accounting standards and compliance with International Accounting Standards, Generally Accepted Accounting Practices (GAAP), and regulatory requirements set by the Zambia Institute of Chartered Accountants (ZICA) .
 - (ii) **Financial Reporting & Compliance:** Oversee accurate and timely financial reporting, ensuring compliance with financial regulations and enhancing transparency in decision-making.
 - (iii) **Budgeting & Cost Control:** Lead the budgeting process, monitor financial performance, and implement cost-control measures to improve efficiency and accountability.
 - (iv) **Treasury & Investment Management:** Manage cash flow, investments, and financial transactions to optimize liquidity, maximize returns, and mitigate financial risks.
 - (v) **Internal Controls & Risk Management:** Establish and oversee robust internal financial controls, ensuring adherence to policies, mitigating financial risks, and ensuring compliance with regulatory frameworks.
 - (vi) **Audit & Regulatory Adherence:** Liaise with internal and external auditors and ensure compliance with national and international financial regulations while enhancing transparency.
 - (vii) **Financial Policy Development:** Lead the formulation and implementation of financial policies that align with strategic objectives and regulatory requirements, adapting to changing economic conditions.
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- (viii) **Staff Development & Departmental Management:** Supervise and develop finance personnel, fostering a culture of excellence, ethical leadership, and accountability through training, mentorship, and performance management.
- (ix) **Performance Monitoring & Reporting:** Oversee financial performance reviews, monitor key financial indicators, and recommend improvement strategies.

QUALIFICATIONS & EXPERIENCE

- (i) Grade 12 Certificate or equivalent.
- (ii) Master's Degree in Finance, Accounting or Business Administration
- (iii) Membership with a recognized professional accounting body (e.g., ZICA, ACCA, CIMA, CPA).
- (iv) Minimum of ten (10) years of post-graduation experience in financial management, with expertise in administrative systems, planning, and human resource management.
- (v) Strong knowledge of financial principles, regulatory frameworks, and best practices.
- (vi) Proven leadership and strategic decision-making abilities.
- (vii) Experience in higher education financial management is an advantage.

COMPETENCIES & SKILLS

- (a) Strong leadership and managerial abilities.
- (b) Expertise in financial analysis, planning, and forecasting.
- (c) High-level proficiency in financial reporting and compliance.
- (d) Problem-solving and risk management capabilities.
- (e) Effective communication and stakeholder management skills.
- (f) Ability to work collaboratively in a multidisciplinary environment.

6. HEAD – COMMUNICATIONS AND MARKETING

- **PURPOSE:** To provide leadership and strategic direction for the university's communications and marketing initiatives. This role aims to enhance the university's visibility, reputation, and community engagement while ensuring a cohesive and results-driven approach to communication and marketing activities.
 - **RESPONSIBILITIES:**
 - (i) Develop and implement a comprehensive communication and marketing strategy that aligns with the university's mission, values, and objectives.
 - (ii) Manage and promote the university's brand identity, ensuring consistency and excellence across all communication and marketing materials.
 - (iii) Build and maintain relationships with media outlets, serve as the primary media spokesperson, and oversee media campaigns and press releases.
 - (iv) Develop and implement content strategies for various channels, including digital, print, social media, email marketing, and other platforms.
 - (v) Lead digital marketing initiatives to reach target audiences, promote the university programmes.
 - (vi) Foster positive relationships with local communities, businesses, alumni, donors, and external partners to promote the university's contributions and engagement.
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- (vii) Develop and implement crisis communication plans and manage communication during emergencies or sensitive situations.
- (viii) Promote and provide support for university events, including open houses, seminars, conferences, and community engagement activities.
- (ix) Analyse data and key performance indicators (KPIs) to assess the effectiveness of communication and marketing efforts, providing data-driven recommendations.
- (x) Lead and manage a team of communication and marketing professionals, overseeing their work and ensuring departmental goals are met.
- (xi) Manage budgets for communication and marketing activities, ensuring efficient use of resources.

- **QUALIFICATIONS:**

- (i) Grade 12 / Form V Certificate or its equivalent
- (ii) Bachelors' Degree in Mass Communication, Marketing, Corporate Communications or Public Relations.
- (iii) Master's degree in Mass Communication, Marketing, Corporate Communications, Public Relations or Business Administration.
- (iv) A minimum of 7 years in communication, marketing, or a related field, with a proven track record of leadership and strategy development.

APPLICATION PROCESS

The application/cover letters should be submitted along with detailed curriculum vitae, copies of educational certificates, proof of membership to professional bodies where required, and should be addressed to the Registrar of the University of Zambia.

Submission of applications will be through email. The email address to which applications should be sent is: council@unza.zm

Please note that only applications submitted through email will be considered. The application/cover letters and accompanying documentation should be consolidated into one PDF document and sent as such.

Closing date: 19th March 2025. Only short-listed candidates will be contacted.
