



## THE UNIVERSITY OF ZAMBIA

### JOB OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons for the following positions at the University of Zambia:

#### SCHOOL OF AGRICULTURAL SCIENCES

##### **JOB TITLE: SCIENTIST, LABORATORY (1 POSITION)**

**PURPOSE:** Responsible for provision of technical support.

##### **RESPONSIBILITIES:**

- Preparation of work plans;
- Plan, demonstrate and supervise all laboratory experiments in the stated Courses;
- Setting up apparatus for experiments, teaching and research;
- Analysing experiment samples or specimen for students and from clients within and outside the University community;
- Production of laboratory manuals and report books;
- Maintenance of laboratory equipment;
- Keep an up-to-date inventory of the laboratory equipment and apparatus.

##### **QUALIFICATIONS:**

- Grade 12 Certificate or its equivalent;
- Bachelor of Science degree in Agricultural Science from a reputable University;
- Minimum of three (3) years practical supervisory experience in laboratories or a related field;
- Must be Computer literate.

##### **JOB TITLE: SCIENTIST, ANIMAL SCIENCE (1 POSITION)**

**PURPOSE:** Responsible for provision of technical support.

**RESPONSIBILITIES:**

- Preparation of work plans and budgets;
- Plan, demonstrate and supervise all field practical demonstrations;
- Setting up apparatus for experiments, teaching and research;
- Analysing experiment samples or specimen for students and from clients;
- Maintain production, animal reproduction and sales records;
- Provide quarterly reports for all the enterprises at the Field station.

**QUALIFICATIONS:**

- Grade 12 Certificate or its equivalent;
- Bachelor of Science degree in Agricultural Science (Animal Science major) or its equivalent from a reputable University;
- Minimum of three years (3) practical supervisory experience in animal production;
- Must be Computer literate.

**SCHOOL OF EDUCATION****JOB TITLE: LECTURER, ART EDUCATION (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with five (5) 'O' levels or better;
- Diploma in Art Education with merit or better from a reputable College or University;
- Bachelor's degree in Art Education or any other related field with merit or better from a reputable University;
- Master's degree in Art Education or any other related field from a reputable University;
- PhD in Art Education or related field would be an added advantage;
- Teaching experience in Art Education or related field at College or University level would be an added advantage
- Proof of publications would be an added advantage

**SCHOOL OF NATURAL SCIENCES****JOB TITLE: LECTURER, ACTUARIAL SCIENCE (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Science degree with a major in Actuarial or Bachelor of Science with Education degree with major in Actuarial Science or Statistics, with minimum of merit from a reputable University;
- Master of Science in Actuarial Science or Master of Science degree in Statistics or related field with background in Actuarial Science;
- At least three (3) years experience in teaching or research or Industry in Probability, Statistics or closely related;
- Member of the relevant professional body (Associate or Fellow);
- Must be computer literate and have knowledge of Actuarial and Statistical Software packages.

**SCHOOL OF MEDICINE****JOB TITLE: LECTURER, INTERNAL MEDICINE (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Medicine and Surgery;
- Master of Medicine (Internal Medicine) or its equivalent from a reputable University;
- PhD in a related field would be an added advantage.
- At least two (2) years teaching or research experience at College or University Level;
- Must have proof of some publications;
- Must be Computer literate.

**JOB TITLE: LECTURER, OBSTETRICS & GYNAECOLOGY (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Medicine and Surgery;
- Master of Medicine (Obstetrics & Gynaecology) or its equivalent from a reputable University;
- PhD in a related field would be an added advantage;

- At least two (2) years teaching or research experience at College or University Level.
- Must have proof of some publications;
- Must be Computer literate.

**JOB TITLE: LECTURER, PEDIATRICS AND CHILD HEALTH (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Medicine and Surgery;
- Master of Medicine (Paediatrics & Child Health) or its equivalent from a reputable University;
- PhD in a related field would be an added advantage;
- At least two (2) years teaching or research experience at College or University Level;
- Must have proof of some publications;
- Must be Computer literate.

**JOB TITLE: LECTURER, GENERAL SURGERY (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Medicine and Surgery;
- Master of Medicine (Surgery) or its equivalent from a reputable University;
- PhD in a related field would be an added advantage;
- At least two (2) years teaching or research experience at College or University Level;
- Must have proof of some publications;
- Must be Computer literate.

**JOB TITLE: LECTURER, SURGERY (ANESTHESIA) (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Medicine and Surgery;
- Master of Medicine (Anesthesia) or its equivalent from a reputable University;

- PhD in a related field would be an added advantage;
- At least two (2) years teaching or research experience at College or University Level;
- Must have proof of some publications;
- Must be Computer literate.

## **SCHOOL OF VETERINARY MEDICINE**

### **JOB TITLE: CHIEF SCIENTIST, CENTRAL SERVICES (1 POSITION)**

**PURPOSE:** Responsible for providing technical and administrative support in the Department.

#### **RESPONSIBILITIES:**

- Preparing, coordinating and participating in the preparation or review of work plans, policies, work/laboratory manuals, laboratory report books, procedures and related documentation;
- Planning, demonstrating and supervising animal handling procedures and experiments as required;
- Handling farm equipment and animal handling facilities;
- Planning and coordinating the repair and maintenance of the School infrastructure;
- Supervising and coordinating work activities for technical staff in their repair workshop and animal accommodation;
- Planning and facilitating animal handling, experiments/practicals to students upon request from other Departments;
- Maintaining an updated inventory of all laboratory equipment and requisites, records on stock and other reports on laboratory operations;
- Facilitating procurement of laboratory equipment, spare parts and other requisites;
- Ensuring adherence to safety standards and providing first aid to accident victims.

#### **QUALIFICATIONS:**

- Grade 12 Certificate with at least five (5) 'O' Levels or its equivalent;
- Bachelor of Science Degree in Agricultural Sciences or related field from a reputable University;
- At least three (3) years post qualification relevant work experience;
- Must be Computer literate.

## **VICE CHANCELLOR'S OFFICE**

### **CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGIES**

#### **JOB TITLE: SENIOR DATABASE ADMINISTRATOR (1 POSITION)**

**PURPOSE:** To plan, design, implement database systems of the University of Zambia.

#### **RESPONSIBILITIES:**

- Planning and analyzing database designs, system development and implementation in the University to ensure highest level of data security and integrity and production of application software of height quality and professional standards;
- Ensure that database tables are normalized;
- Maintain primary database structures (Table Spaces);
- Ensuring that databases meet user requirements;
- Managing of user accounts and maintaining system security;
- Writing disaster recovery plans;
- Implementing Security measures;
- Archiving data;
- Offering user technical support;
- Liaising with programmers and developers on best practices of optimizing the performance of the database;
- Writing reports, documentation and operating manuals;
- Perform backups of all systems and data according to the agreed backup procedures.

#### **QUALIFICATIONS:**

- Grade 12 School Certificate;
- Bachelor's degree in Computer Studies or ICT related field from a reputable university;
- At least three (3) years relevant work experience;
- Member of Computer Society of Zambia.

#### **JOB TITLE: DEVELOPER (1 POSITION)**

#### **PURPOSE:**

- Responsible for effectively and efficiently planning, organizing and controlling the activities of the project members during design, development, and implementation of computer applications/operating system software.

**RESPONSIBILITIES:**

- Translation of user stories into statements of work, business process and business requirements and ensure that those statements are clear, precise and sufficient;
- Design and implement Web Applications;
- Building and testing of application software to meet use requirements;
- Knowledge transfer and training delivery;
- Provide technical and user support;
- Decide on the most effective designs for applications based on own initiative and in-depth expertise in the relevant technical architectures;
- Document the application design in accordance with current standards;
- Conducting training courses and seminars and providing consultancy to user departments;

**QUALIFICATIONS:**

- Grade 12 School Certificate;
- Bachelor of Science in an ICT related field, Bachelor of Engineering or Higher National Diploma (HND) in an ICT related field; from a reputable university
- At least two (2) years working experience in JAVA programming, Symphony, PHP/Perl, ASP.Net;
- Knowledge of MSSQL 2000/2005, MYSQL Database would be an added advantage;
- Member of Computer Society of Zambia.

**JOB TITLE: WEBMASTER (1 POSITION)**

**PURPOSE:** Responsible for planning, designing, developing and implementing websites and web-based applications.

**RESPONSIBILITIES:**

- Designing, testing, implementing and maintaining web based applications;
- Designing HTML templates and support graphics in cognizance with the organization's design standards;
- Developing and maintaining visual design guidelines for the web site in accordance with the standards;
- Designing graphical user interfaces for web based applications on the websites;
- Regular and timely updating of website with accurate information;
- Providing back-end support of the University Web server;
- Organizing user training for all web based applications;
- Ensuring that adequate security is embedded in all web based applications.

**QUALIFICATIONS:**

- Grade 12 School Certificate;
- Bachelor's degree in Computer Studies or ICT related field from a reputable university;
- At least two (2) years of working experience in web based system, system analysis and design web based systems;
- Member of Computer Society of Zambia.

**PROCUREMENT AND SUPPLIES DEPARTMENT****JOB TITLE: STOCK CONTROLLER (1 POSITION)**

**PURPOSE:** Responsible for all stock received in accordance with specifications communicated.

**RESPONSIBILITIES:**

- Ensuring that all stock received is in accordance with specifications communicated.
- Liaising with the Housing and Properties Office to ensure that equipment is coded prior to being dispatched to user units;
- Ensures that the poisonous/ hazardous materials are properly handled and stored in appropriate locations to avoid accidents;
- Ensures that security measures are in place all the time to prevent theft cases;
- Checking and verifying stock being delivered by suppliers in order to detect damages, expiry dates and any other concerns;

**QUALIFICATIONS:**

- Grade 12 School Certificate;
- CIPS Graduate Diploma (Level 6) or its equivalent from a reputable College/ University;
- Valid Practicing Licence from the Zambia Institute of Purchasing & Supply (ZIPS);
- At least five (5) years experience in a similar position;
- Must be Computer Literate.

**JOB TITLE: SENIOR STOREMAN (1 POSITION)**

- **PURPOSE:** Responsible for storage of all stocks in line with the procurement regulations.

**RESPONSIBILITIES:**

- Advising the user department on the availability of stock;
- Advising the superior on obsolete stock for disposal;



- Verify and ensure that goods received from suppliers are in correct quantity and quality;
- Recording all incoming and outgoing materials;
- Updating stores records;
- Weekly stock taking and preparation of status reports;
- Preparation of monthly report for the goods received at stores.

**QUALIFICATIONS:**

- Grade 12 School Certificate or its Equivalent
- CIPS Advanced Diploma (level 5) or its equivalent from a reputable College/ University
- Valid Practising Licence from the Zambia Institute of Purchasing & Supply (ZIPS)
- At least three (3) years experience in stores
- Must be Computer Literate

**TECHNOLOGY DEVELOPMENT AND ADVISORY UNIT (TDAU)**

**JOB TITLE: TECHNOLOGIST – DRAUGHTSMAN (1 Position)**

**Purpose:** To implement consultancy and production projects from starting point to finishing point.

**Responsibilities:**

- Prepare production drawings based on the designs from the design section;
- Maintain record of all drawings of TDAU implements;
- Keep regular contacts with design section through the Chief Engineer, in order to check production problems;
- To produce CAD drawings on for the workshop;
- Offer technical advice to the Design Engineers in the Design Section;
- Ensures that design equipment and tools are placed in appropriate locations.

**Qualifications:**

- Grade 12 Certificate or its equivalent;
- Higher National Diploma/City and Guilds FTD/Technologist Diploma/Diploma in a relevant field;
- At least three years relevant work experience;
- ICT literacy would be an added advantage;
- Must be a Member of the Engineering Institute of Zambia with a valid Practising Licence.

## **JOB TITLE: TECHNOLOGIST – MECHANICAL (1 Position)**

**Purpose:** Responsible for workshop operations, planning and supervision.

### **Responsibilities:**

- Responsible for the daily supervision of technical staff and allocation of tasks;
- Ensuring that equipment and tools are placed in appropriate locations to avoid accidents;
- Providing First Aid to accident victims and record keeping for accident victims;
- Coordinating matters relating to staff discipline, leave management, performance assessment and conflict resolution;
- Maintaining an updated inventory of all workshop equipment and requisites;
- Maintaining records on stock and other reports on laboratory operations;
- Facilitating procurement of workshop tools and equipment, spare parts and other requisites;
- Ensuring adherence to safety standards;
- Participating in the preparation of quarterly and annual operational performance reports.

### **Qualifications:**

- Grade 12 Certificate or its equivalent;
- Higher National Diploma / Full Technological Diploma C&G /Technologist Diploma/Diploma in a relevant field;
- At least three (3) years work experience;
- Must be ICT literate;
- Must be a Member of the Engineering Institute of Zambia with a valid Practising Licence.

## **REGISTRAR'S UNIT**

## **RESIDENT ENGINEER'S DEPARTMENT**

### **JOB TITLE: BUILDING SUPERINTENDENT (1 POSITION)**

**PURPOSE:** Responsible for building, maintenance of buildings, roads, drainages and other related infrastructure in the University.

### **RESPONSIBILITIES:**

- Taking a leading role in administering all planning, organizing and performance review of the building section;
- Participation in carrying out feasibility studies for construction works;

- Preparation of Bills of Quantities, Labor / materials schedules, cost estimates, budgets and basic drawings for the building section;
- Participation in the preparation of tender documents and evaluation of bids;
- Conduct evaluation of work in progress and prepare interim payment certificates;
- Proficient supervision of subordinates and ensuring that in-house and outsourced projects are delivered within the required time, budget and quality standards;
- Preparation of maintenance plans, procurement schedules, progress reports and program of works for the building section;
- Participation in the related human resource management of the section;
- Carrying out any other duties lawfully assigned by the supervisor.

**QUALIFICATIONS:**

- Grade 12 School Certificate or its Equivalent;
- Bachelor of Engineering in Civil Engineering, Building Science or related field from a reputable university;
- At least five (5) years relevant work experience;
- Must be ICT literate.

**JOB TITLE: PLUMBING SUPERINTENDENT (1 POSITION)**

**PURPOSE:** Responsible for general administration of the plumbing section, repair and maintenance of plumbing installations, metal fabrication, water and waste water management functions in the University.

**RESPONSIBILITIES:**

- Taking a leading role in administering all planning, organizing and performance review of the plumbing section.
- Performing regular inspections and ensure timely maintenance and commissioning of all the associated plumbing installations and systems (Water/sewerage pumps, tanks, Pipes, valves, Sanitary appliances etc.).
- Preparation of operational reports and work plans.
- Participating in the formulation/review of policies and preparation/review of work manuals and procedures.
- Carrying out feasibility studies for construction works in view of the plumbing needs.
- Preparing Bills of Quantities, Labor / materials schedules and CAD drawings for the plumbing section.
- Participating in the preparation of tender documents and evaluation bids.
- Conducting evaluation of works in progress and preparing interim payment certificates.
- Supervising subordinates and ensuring that in-house and outsourced projects are delivered within the required time, budget and quality standards.

- Preparing maintenance plans, procurement schedules, progress reports and programmes of work for the plumbing section.
- Participating in the management human resources in the section.
- Performing any other duties lawfully assigned by the supervisor.

**QUALIFICATIONS:**

- Grade 12 School Certificate or its Equivalent;
- Bachelor of Engineering in Civil or Water Engineering;
- At least five (5) years work experience;
- Must be computer literate.

**UNZA SECURITY SERVICES**

**JOB TITLE: ASSISTANT CHIEF SECURITY OFFICER – INVESTIGATIONS (1 POSITION)**

**PURPOSE:** To ensure the provision of a dedicated, Professional Security Investigations by providing quality leadership to Investigation to provide a service capable to protect company personnel and assets.

**RESPONSIBILITIES:**

- Preparation and presentation of enquiry files;
- Call handling and initial response to reports of breaches of the UNZA policies and procedures;
- Attendance to crime scenes relevant to the Institution;
- Civil and Criminal Court attendance in relation to enquiries and investigations undertaken on behalf of UNZA;
- Investigation of white collar and syndicate crime affecting the Institution;
- Review intelligence reports and daily highlights for the purpose of disclosure to appropriate leadership levels;
- Examine work and evaluate performance of unit members including the preparation of periodical performance reviews;
- Identify and develop innovative ideas that will enhance intelligence-led policing within the Security Team by maintaining awareness of current trends and research;
- Develop unit policies and procedures (i.e. for the purpose of standardising intelligence system);
- Design, use, or maintain databases such as geographic information systems (GIS) mapping and artificial intelligence tools;
- Establish criminal profiles to aid in connecting criminal organisations with their members;

- Gather, analyse, or evaluate information from a variety of sources, surveillance, intelligence networks or Geographic Information Systems. Use intelligence data to anticipate and prevent organised criminal activities and industrial unrest;
- Gather intelligence information by field observation, confidential information sources, or public records;
- Link or chart suspects to criminal organisations or events to determine activities and interrelationships;
- Prepare comprehensive written reports, presentations, maps, or charts based on research, collection, and analysis of intelligence data;
- Validate known intelligence with data from other sources;
- Develop defense plans or tactics, using intelligence and other information;
- Interview, interrogate, or interact with witnesses or crime suspects to collect human intelligence;
- Train team members in the investigation of incidents and occurrences as directed;
- Train team members in the preparation and presentation of investigations and enquiries;
- Train team members in the investigation of breaches of UNZA Policies and Procedures.

#### **QUALIFICATIONS:**

- Grade 12 School Certificate or its Equivalent;
- Certificate in Military or Police training;
- At least five (5) years work experience at Inspector level or Sub-Inspector.

### **UNIVERSITY HEALTH SERVICES**

#### **JOB TITLE: REGISTERED NURSE/MID WIFE (1POSITION)**

**PURPOSE:** To plan and provide professional nursing services at UNZA Clinic, including Maternal and Child Care Services

#### **RESPONSIBILITIES:**

- Plans nursing programmes in consultation with various stakeholders in order to achieve the policy vision;
- Provides nursing care to patients in line with standard protocols and guidelines;
- Ensures that the patients receive the care and treatment UNZA Clinic has undertaken to provide;
- Safeguards patients' confidentiality;
- Provides medical personnel with accurate and up-to-date information in respect of patients' condition especially in respect to reactions to treatment;
- Ensures data trends and analyses are reported and channeled in an agreed manner;

- Maintains accurate and complete records of patient care and presents such records in accordance with UNZA Clinic policy;
- Determines the ratios and skills of staff required to achieve the necessary patient care and advise the sister in Charge accordingly and ensures that available staff is utilized economically and efficiently;
- Maintains time and duty records for nursing personnel;
- Supervise Nurses in their day to day work assignments;
- Maintains an acceptable standard of nursing care and discipline within the department;
- Prepares required reports and submits them to the Sister in Charge;
- Ensures that wards and all clinic facilities are clean, properly maintained and supplied with the necessary equipment and facilities;
- Safeguards patients property;
- Ensures that no unauthorized persons gain access to the department and that unauthorized use is not made of her department or facilities;
- Participates in appraisals of the subordinates, evaluates and provides advice on performance;
- Also assists in assessing the abilities, progress and problems of Nurses;
- Ensures practices that are compliant to national standards, protocols and guidelines in carrying out assigned duties;
- Ensures subordinates are adhering to standards practices assigned areas;
- Participates in the preparation of quarterly and annual operational performance reports;
- Prepares and submit situational, quarterly and annual reports on general and specific health care issues for information and management decision.

**QUALIFICATIONS:**

- Grade 12 School Certificate or its equivalent;
- Diploma in Nursing, plus Certificate in Midwifery from a reputable institution;
- At least five (5) years relevant work experience;
- Registered with Nursing Council of Zambia and a holder of a valid practicing license.

**SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

**JOB TITLE: PROFESSOR/ASSOCIATE PROFESSOR/SENIOR LECTURER/  
LECTURER OF GENERAL/THEORETICAL LINGUISTICS (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate or its equivalent;

- Bachelor's degree with merit in General/Theoretical Linguistics or a related field from a reputable institution;
- Master's degree in General/Theoretical Linguistics or Linguistic Science or a related field from a reputable institution;
- PhD in General/Theoretical Linguistics or Linguistic Science or a related field from a reputable institution;
- At least two (2) years teaching or research experience at College or University level;
- Proven research and publications record in the field of linguistics in refereed journals;
- Record of successful postgraduate supervision;
- Proven record of curriculum development and teaching.

**JOB TITLE: LECTURER, LINGUISTICS (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate or its equivalent;
- Bachelor's degree with merit in General/Theoretical Linguistics or a related field from a reputable institution;
- Master's degree in General/Theoretical Linguistics or Linguistic Science or a related field from a reputable institution;
- PhD in General/Theoretical Linguistics or Linguistic Science or a related field from a recognized institution would be an added advantage;
- Should have at least teaching or research experience at College or University level;
- Proof of Publications would be an added advantage;

**JOB TITLE: LECTURER, CHINESE LANGUAGE AND LINGUISTICS (1 POSITION)**

**PURPOSE:** To teach, conduct research and carry out other academic related tasks.

**QUALIFICATIONS:**

- Grade 12 Certificate or its equivalent;
- Bachelor's degree with Merit in Chinese Language or a related field from a reputable institution;
- Master's degree in Chinese Language or a related field from a reputable institution;
- PhD in Chinese Language or Linguistics from a recognized institution would be an added advantage;
- Should have at least teaching or research experience at College or University level;

- Proof of Publications would be an added advantage;

Only candidates who meet the specified requirements need 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 should be clearly marked on the envelope.**

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

Closing date: **14<sup>th</sup> December, 2018.** Only short-listed candidates will be contacted. The University of Zambia is an Equal Opportunity Employer.