

THE UNIVERSITY OF ZAMBIA

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons for the following positions in the **Dean of Students Unit** at the University of Zambia on **permanent and pensionable basis**.

JOB TITLE: STUDENT WELFARE OFFICER - 18 POSITIONS

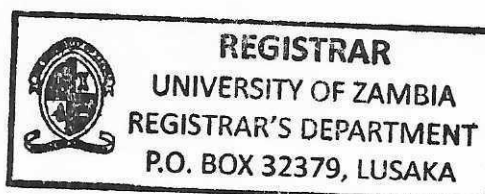
PURPOSE: To attend to students social welfare needs in the halls of residence.

RESPONSIBILITIES:

- Maintaining proper record of students residing in the halls of residence;
- Managing students study rooms;
- Conducting physical checks to report updated status of the Halls of Residences;
- Providing first line care and support for students in Residences;
- Reporting all matters of misconduct, general problems and critical incidents affecting the social welfare of students in the halls of residence;
- Assisting with enforcement of the general rules and regulations for students living on campus;
- Reporting any faults or defects in the infrastructure (e.g. leaking taps and electrical faults) and theft of property and items in the halls of residence;
- Maintaining proper record of workshop/seminar participants using hostel accommodation during vacation;
- Maintaining/keeping daily activity reports.

QUALIFICATIONS:

- Grade 12 School Certificate or its equivalent;
- Certificate in House Keeping or any other relevant qualification would be an added advantage;
- Work experience in similar environment would be an added advantage.



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 should be clearly marked on the envelope.**

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

Closing date: **24th June, 2025.** Only short-listed candidates will be contacted.

The University of Zambia is an Equal Opportunity Employer.

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