



EMPLOYMENT OPPORTUNITIES

ZCAS University is a Tier 1 University registered under the Higher Education Authority Act No. 4 of 2013 as amended by the Higher Education (Amendment) Act No.23 of 2021, offering Bachelor's, Master's, and Doctorate degree programmes on full time, part time and distance education modes of study. The degree programmes on offer are in Accountancy, Computing, Technology and Applied Sciences, Law, Finance and Business-related disciplines.

ZCAS University invites applications from suitably qualified and experienced persons to fill the following positions:

1. PROCUREMENT OFFICER (1 POSITION)

1.1. PURPOSE OF THE JOB

To assist in the management of procurements of the University and ensure that they are compliant with the procurement rules and regulations in accordance with the Public Procurement Act, 2020.

1.2. QUALIFICATIONS AND EXPERIENCE

- 1.2.1. Grade 12 School Certificate or its equivalent with five (5) Credits, or better including Mathematics and English.
- 1.2.2. Bachelors of Purchasing and Supply or equivalent
- 1.2.3. A Master's degree will be an added advantage.
- 1.2.4. Member of the Zambia Institute of Purchasing and supply
- 1.2.5. Three (3) years' experience in a similar role, preferably in the public sector.
- 1.2.6. Must have knowledge of Public Procurement laws, regulations, and procedures.
- 1.2.7. Proficient in Microsoft Office.
- 1.2.8. Experience in usage of procurement software such as Sage ERP X3 etc.

2. EXECUTIVE ASSISTANT (1 POSITION)

2.1. PURPOSE OF THE JOB

To provide administrative support and other related services to the office of the Registrar.

2.2. QUALIFICATIONS AND EXPERIENCE

- 2.2.1. Grade 12 School Certificate or its equivalent with five (5) Credits, or better including Mathematics and English.
- 2.2.2. Diploma in Advanced Secretarial Services and Office Management
- 2.2.3. Degree in in any Social Science will be an added advantage.
- 2.2.4. At least five (5) years of relevant work experience preferably gained from a higher learning Institution working closely with both academic and administrative staff.
- 2.2.5. Minimum of affiliated member of ZIHRM

The position applied for should be clearly stated in the application letter and marked on the envelope.

Eligible candidates who meet the above specifications should submit a motivation letter indicating their suitability for the role, detailed Curriculum Vitae (not more than 3 pages) with three traceable referees, and certified copies of academic and professional qualifications to:

Registrar
ZCAS University
P.O. Box 50497 RW
LUSAKA

Or Email: recruitment@zcasu.edu.zm

Closing Date: 12th January 2024. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.