



JOB 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 has a wide diversity in its student population with many coming from neighbouring countries such as Zimbabwe, Malawi, Namibia, and Democratic Republic of Congo. Others come from as far out as China and India. The University encourages diversity and inclusivity in its academic and support workforce. It is conveniently located in the Central Business District of Lusaka near the Intercity Bus Terminus on Dedan Kimathi Road.

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

1. JOB TITLE: ASSISTANT MANAGER – EXAMINATIONS (1 POSITION)

1.1. PURPOSE: Responsible for the organization, administration, and smooth running of examinations, ensuring adherence to regulations, management of results and providing support to students and faculty throughout the process.

1.2. RESPONSIBILITIES

- 1.2.1. Assist the Manager Academic Affairs in the management of examinations.
- 1.2.2. Preparation of the composite examinations and class timetable in conjunction with the Information and Communications Technology (ICT) Department.
- 1.2.3. Preparation of the Invigilators' timetable in consultation with Schools and Examinations Centres.
- 1.2.4. Publication of examinations rules and regulations to both invigilators and students in conjunction with the Manager Academic Affairs.
- 1.2.5. Coordinating examinations in centres in conjunction with the Director – Open, Distance and e- Learning.
- 1.2.6. Preparation of examinations attendance registers and marksheets.
- 1.2.7. Timely ordering and custody of all examination materials in liaison with the Manager Academic Affairs.

- 1.2.8. Preparation of a draft examinations budgets for each semester for submission to Manager Academic Affairs.
- 1.2.9. Maintenance of accurate and up-to-date records of all examinations results for students and ensuring that there is a robust backup mechanism.
- 1.2.10. Any other duties assigned by the supervisor.

1.3. QUALIFICATIONS AND EXPERIENCE

- 1.3.1. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.
- 1.3.2. Bachelor's degree in Business Administration, Public Administration, Education Management or any relevant Social Science from a registered/accredited university.
- 1.3.3. Master's degree in Business Administration, Public Administration, Education Management or any relevant Social Science Social Sciences from a registered / accredited university shall be added advantage.
- 1.3.4. A minimum of three (3) years relevant experience in Examination and/ or Academic Affairs Administration at a University.
- 1.3.5. Must have experience working with an Examinations Management System at a University.
- 1.3.6. Must be familiar with Senate Examinations Procedures at University level.

1.4. PERSONAL ATTRIBUTES

- 1.4.1. Excellent interpersonal and networking abilities, with the ability to build and maintain relationships.
- 1.4.2. Excellent written and verbal communication skills, with attention to detail.
- 1.4.3. Ability to work effectively under pressure and meet tight deadlines.
- 1.4.4. Innovative and able to work under minimum supervision.

2. JOB TITLE: PUBLIC RELATIONS OFFICER (1 POSITION)

2.1. PURPOSE: To manage and enhance the institution's public image, foster positive relationships with stakeholders, and communicate effectively with the media, prospective students, alumni, and the community.

2.2. RESPONSIBILITIES

- 2.2.1. Develop and implement strategic PR campaigns to enhance brand visibility and reputation.
- 2.2.2. Handle crisis communication and reputation management, ensuring timely and effective responses to issues.
- 2.2.3. Develop and maintain relationships with media houses, influencers, and stakeholders.
- 2.2.4. Write and distribute press releases and other PR materials to relevant media outlets.

- 2.2.5. Manage social media platforms and online presence, actively engaging with followers and monitoring discussions.
- 2.2.6. Track media coverage and analyse PR metrics to assess campaign effectiveness and guide data-driven decision-making.
- 2.2.7. Work closely with internal teams and external partners to synchronize PR initiatives with business objectives.

2.3. QUALIFICATIONS AND EXPERIENCE

- 2.3.1. Bachelor of Arts Mass Communication or Bachelor of Media and Journalism Studies, or related field from a registered/accredited university.
- 2.3.2. Two (2) years of experience in public relations, media relations, or corporate communications.
- 2.3.3. Proficiency in media monitoring tools and PR software. (Graphic designing will be considered as an added advantage)
- 2.3.4. Member of the relevant professional body.

2.4. PERSONAL ATTRIBUTES

- 2.4.1. Excellent interpersonal and networking abilities, with the ability to build and maintain relationships.
- 2.4.2. Excellent written and verbal communication skills, with attention to detail.
- 2.4.3. Ability to work effectively under pressure and meet tight deadlines.
- 2.4.4. Innovative and able to work under minimum supervision.

3. ACCOUNTS ASSISTANT (1 POSITION)

3.1. PURPOSE: To carryout accounting duties; data input, payment processing, reconciliations and maintenance of accounting related documents and records in accordance with the ZCAS University (ZCASU) accounting policies for effective monitoring and safeguarding of assets and production of accurate and timely financial reports.

3.2. RESPONSIBILITIES

- 3.2.1. Reconcile all receipts as captured by the cashier and on bank statements before banking.
- 3.2.2. Secure cash in-hand and in-transit to and from the banking facility.
- 3.2.3. Process payments with accuracy, completeness, and promptness according to the approved time interval.
- 3.2.4. Ensure all cheque/EFT payments are recorded in the cheque/EFT register.
- 3.2.5. Provide accurate financial information for periodic management reporting.

- 3.2.6. Maintain an accurate record of accounts payables.
- 3.2.7. Reconcile supplier/payables accounts.
- 3.2.8. Effect adjustments to customer and/or suppliers accounts as approved by the Financial Accountant by way of journal entries.
- 3.2.9. Provide immediate access to information under custody to authorized users.

3.3. QUALIFICATIONS AND EXPERIENCE

- 3.3.1. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.
- 3.3.2. Diploma in Accountancy or part-qualified (ACCA, ZICA, CIMA, CA Zambia).
- 3.3.3. One (1) year of relevant work experience.
- 3.3.4. Able to work with accounting systems such as Sage 200 Evolution will be an added advantage.

3.4. PERSONAL ATTRIBUTES

- 3.4.1. Presentable and neat.
- 3.4.2. Ability to pay attention to detail.
- 3.4.3. High level of integrity, confidentiality, and initiative.
- 3.4.4. Customer service orientation.

4. JOB TITLE: LECTURER III IN HUMAN RESOURCE MANAGEMENT (1 POSITION)

4.1. PURPOSE: Responsible for teaching, consultancy, research and carrying out academic related tasks in the relevant field.

4.2. RESPONSIBILITIES

- 4.2.1. Develop and deliver course materials, including lectures, assignments, and exams.
- 4.2.2. Create and update syllabi in accordance with university guidelines to stay current with developments in the field.
- 4.2.3. Assess student progress, grade assignments, exams, and academic papers while providing constructive feedback.
- 4.2.4. Conduct original research in the field of expertise and publish findings in academic journals, books, or conference proceedings.
- 4.2.5. Offer academic advisory and mentorship to students.
- 4.2.6. Hold regular office hours for student consultations.
- 4.2.7. Assist students with career guidance and professional development.
- 4.2.8. Engage with the broader community through public service, lectures, workshops, and outreach activities.

- 4.2.9. Foster partnerships with industry, government, and other educational institutions.
- 4.2.10. Offer consultancy services to the wider community in accordance with the University's Consultancy Policy

4.3. QUALIFICATIONS AND EXPERIENCE

- 4.3.1. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.
- 4.3.2. An earned Bachelor of Arts in Human Resource Management with at least a credit from a registered / accredited university.
- 4.3.3. An earned Master of Arts in Human Resource Management from a registered / accredited university.
- 4.3.4. Teaching Methodology qualification.
- 4.3.5. Teaching / research experience in higher education / research institute will be added advantage.
- 4.3.6. Computer literate
- 4.3.7. Member of the Zambia Institute of Human Resource Management (ZIHRM).

4.4. PERSONAL ATTRIBUTES

- 4.4.1. Excellent interpersonal and networking abilities, with the ability to build and maintain relationships.
- 4.4.2. Excellent written and verbal communication skills, with attention to detail.
- 4.4.3. Ability to work effectively under pressure and meet tight deadlines.
- 4.4.4. Innovative and able to work under minimum supervision.

5. LECTURER (II) IN MARKETING (1 POSITION)

5.1. PURPOSE: Responsible for teaching, conducting research and carrying out other academic related tasks in the relevant field.

5.2. RESPONSIBILITIES

- 5.2.1. Develop and deliver course materials, including lectures, assignments, and exams.
- 5.2.2. Create and update syllabi in accordance with university guidelines to stay current with developments in the field.
- 5.2.3. Assess student progress, grade assignments, exams, and academic papers while providing constructive feedback.
- 5.2.4. Conduct original research in the field of expertise and publish findings in academic journals, books, or conference proceedings.
- 5.2.5. Offer academic advisory and mentorship to students.
- 5.2.6. Hold regular office hours for student consultations.
- 5.2.7. Assist students with career guidance and professional development.
- 5.2.8. Engage with the broader community through public service, lectures, workshops, and outreach activities.
- 5.2.9. Foster partnerships with industry, government, and other educational institutions.

5.2.10. Offer consultancy services to the wider community in accordance with the University's Consultancy Policy

5.3. QUALIFICATIONS AND EXPERIENCE

- 5.3.1. Grade 12 School Certificate with at least five credits including English and Mathematics or equivalent.
- 5.3.2. An earned Bachelor of Arts Degree in Marketing with at least a Credit from a registered / accredited university.
- 5.3.3. An earned Master's degree Marketing from a registered / accredited university.
- 5.3.4. An earned Doctorate degree in the relevant or related field from a recognised University will be an added advantage.
- 5.3.5. At least two (2) years teaching/research experience in higher education.
- 5.3.6. At least one (1) peer-reviewed publication in recognised journals in the field of specialization.
- 5.3.7. Teaching Methodology qualification.
- 5.3.8. Computer literate.
- 5.3.9. Member of the Zambia Institute of Marketing (ZIM).

5.4. PERSONAL ATTRIBUTES

- 5.4.1. Excellent interpersonal and networking abilities, with the ability to build and maintain relationships.
- 5.4.2. Excellent written and verbal communication skills, with attention to detail.
- 5.4.3. Ability to work effectively under pressure and meet tight deadlines.
- 5.4.4. Innovative and able to work under minimum supervision.

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 4 pages) with three traceable referees, and certified copies of academic and professional qualifications to:

The Registrar
ZCAS University
P.O. Box 50497 RW
LUSAKA

Or email: recruitment@zcasu.edu.zm (soft copy applications must be sent as one (1) merged pdf document)

Closing Date: 31st May 2024. Only short-listed candidates will be contacted.
ZCAS University is an Equal Opportunity Employer.