



EMPLOYMENT OPPORTUNITY

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

1. EXECUTIVE ASSISTANT – DEPUTY VICE CHANCELLOR - ACADEMIC (1 POSITION)

1.1. PURPOSE OF THE JOB

To provide administrative support and other related services to the office of the Deputy Vice Chancellor – Academic.

1.2. MAIN DUTIES AND RESPONSIBILITIES

- 1.2.1. Draft a variety of correspondences, letters, memoranda, reports, contracts, agreements of confidential and non-confidential nature for the approval of the Supervisor.
- 1.2.2. Receive and filter in-coming phone calls, and screen visitors from within and outside the University.
- 1.2.3. Handle visitors, queries, and correspondence in the absence of the Supervisor and direct them to the appropriate offices for action.
- 1.2.4. Plan for, schedule, and make travel arrangements for the Deputy Vice Chancellor - Academic.
- 1.2.5. Maintain a chronological order of all correspondence, minutes, letters, reports, and related documents to facilitate record keeping, reference, and ease retrieval.
- 1.2.6. Ensure that the office is adequately stocked for hospitality purposes.
- 1.2.7. Maintain a smart office layout befitting the corporate image of the office.
- 1.2.8. Carry out any job-related tasks as may be assigned by the Supervisor.

1.3. QUALIFICATIONS AND EXPERIENCE

- 1.3.1. Grade 12 School Certificate or its equivalent with five (5) Credits, or better including Mathematics and English.
- 1.3.2. Diploma in Advanced Secretarial Services and Office Management.
- 1.3.3. Bachelor's degree in office management or in any Social Science will be an added advantage.

- 1.3.4. At least five (5) years of relevant work experience preferably gained in a Higher Learning Institution, working closely with both academic and administrative staff.
- 1.3.5. Member of the Zambia Institute of Secretaries.

1.4. DESIRABLE COMPETENCIES

- 1.4.1. Excellent IT and Microsoft Office skills (Word, Excel, PowerPoint, and Access).
- 1.4.2. Public and Human Relations.
- 1.4.3. Excellent communication (written and verbal).
- 1.4.4. Good personal presentation.
- 1.4.5. Records and archive management skills.
- 1.4.6. Must be creative, and able to multitask.
- 1.4.7. Report writing and presentation skills.

1.5. PERSONAL ATTRIBUTES

- 1.5.1. Attention to detail, presentable and neat.
- 1.5.2. High level of integrity, confidentiality, and self-initiative.
- 1.5.3. Team player.
- 1.5.4. Achievement oriented.
- 1.5.5. High level of personal discipline.

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: 4th October 2024. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.