



## **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 in English.
- 1.3.2. Bachelor's degree in office management or in any Social Science.
- 1.3.3. Diploma in Advanced Secretarial Services and Office Management will be an added advantage.

- 1.3.4. 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 education qualifications validated by the Zambia Qualifications Authority (ZAQA) to:

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

Or Email: [recruitment@zcasu.edu.zm](mailto:recruitment@zcasu.edu.zm)

**Closing Date: 24<sup>th</sup> December 2024. Only short-listed candidates will be contacted.**

*ZCAS University is an Equal Opportunity Employer.*