



ZCAS UNIVERSITY

EMPLOYMENT OPPORTUNITIES

The Council of ZCAS University invites applications from suitably qualified and experienced persons for the position of Vice Chancellor.

ABOUT ZCAS UNIVERSITY

In 2016, Zambia Centre for Accountancy Studies (ZCAS) registered a wholly owned subsidiary, ZCAS University Limited, under the Companies Act No. 26 of 1994, since repealed and replaced by the Companies Act No. 10 of 2017. In the same year, ZCAS University Limited established and registered a private university, ZCAS University, in line with the Higher Education Authority Act No. 4 of 2013, as read together with the Higher Education (Amendment) Act, 2021. ZCAS University offers undergraduate and post graduate degrees in Accountancy, ICT, Law, Finance, Social Sciences and Business-related disciplines. The University is situated on plot 5309, Dedan Kimathi Road, Lusaka.

VICE CHANCELLOR

Responsibilities

Reporting to the Chairperson of the University Council, the Vice Chancellor will oversee the planning, organization, coordination, and management of the university's operations in line with the directives of the University Council. This role must be executed in accordance with the Higher Education Act No. 4 of 2013, as read together with the Higher Education (Amendment) Act, 2021. The Vice Chancellor's key responsibilities will include, but are not limited to, the following:

- a) Serve as the academic, financial and administrative head of the university, and to provide strategic leadership and direction to ensure academic and operational excellence, and growth;
- b) Promote and enhance the reputation of ZCAS University both locally and internationally;

- c) Oversee the development and implementation of the university's strategic plan, policies, and goals;
- d) Oversee employee performance management and leading efforts to develop a skilled, experienced, and motivated workforce;
- e) Serve as Chairperson of the University Senate, Executive Management Committee and any other appropriate management committees;
- f) Foster a culture of research, innovation, and continuous improvement in academic and administrative areas;
- g) Develop and maintain strong relationships with governmental bodies, industry partners, alumni, and the broader community;
- h) Oversee the budgeting process and leading the mobilization of resources necessary for the university's operations and growth, while ensuring their prudent and efficient use;
- i) Prepare quarterly and annual operational performance reports and submit the same to the University Council;
- j) Come up with innovative ways to develop the university's infrastructure to support administrative and academic operations; and,
- k) Drive initiatives that promote diversity, inclusion, and equity within the university.

Qualification and Experience

- a) Grade 12 school certificate or equivalent with at least five credits including English and Mathematics;
- b) An earned Bachelor's degree or equivalent in any relevant field of study from a reputable University;
- c) An earned Master's degree or equivalent in any relevant field of study from a reputable University;
- d) An earned PhD in any relevant field or its equivalent;
- e) A globally renowned scholar who must have attained at least the rank of Senior Lecturer or preferably Professor; and,
- f) At least Ten (10) years of senior executive leadership experience with at least five (5) years in higher education.

Desirable skills and personality characteristics

- a) A compelling vision of how ZCAS University should position itself and develop in the context of new opportunities and challenges (strategic leader and forward thinker);

- b) Ability to articulate shared goals and mobilise and inspire others towards the vision;
- c) Proven resource mobilisation skills;
- d) Resilience and ability to work effectively under pressure and with governance committees;
- e) Strong business acumen and ability to transform an evolving and growing learning institution into a world class University;
- f) Must be computer literate; and,
- g) Must have no criminal record.

Tenure

The appointment of the Vice-Chancellor shall be for an initial period of five (5) years.

Remuneration

A competitive remuneration package shall be offered to the successful candidate.

Mode of Application

Eligible candidates who meet the above criteria are invited to submit an application consisting of the following: a motivation letter outlining their suitability for the role, a detailed Curriculum Vitae with three traceable referees, and certified copies of academic and professional qualifications. All documents must be merged and submitted as a single PDF file, addressed to:

The Chairperson
Search Committee
ZCAS University
P.O. Box 50497 RW
LUSAKA

The application should be submitted via the email address: executive.careers@zcasu.edu.zm

Note that no hard copy applications shall be accepted.

Closing Date: 11th July 2025. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.