



JOB OPPORTUNITIES

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

1. SENIOR LECTURER OR LECTURER I IN ACCOUNTING AND FINANCE (ONE POSITION)

Job Purpose: Responsible for teaching, consultancy, research and academic related tasks in the relevant field.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent qualification.
- ii. Bachelor's Degree in Accounting and Finance with at least a Credit from a registered/accredited university.
- iii. Master's Degree in Accounting and Finance from a registered/accredited university.
- iv. An earned Doctor of Philosophy (PhD) in Accounting and Finance or related field from a registered / accredited university.
- v. Qualification in Teaching Methodology.
- vi. For consideration to the Senior Lecturer position, the applicant should have supervised a minimum of four (4) postgraduate students to completion as a principal supervisor.
- vii. At least five (5) years teaching experience at a university / research institute for consideration at Senior Lecturer level, or a minimum of two (2) years teaching experience for consideration at Lecturer I level.

- viii. At least ten (10) peer-reviewed publications in recognised journals in the field of specialization for consideration at Senior Lecturer level, or a minimum of three (3) peer-reviewed publications for consideration at Lecturer I level.
- ix. Evidence of contribution to public service.
- x. Member of ZICA, ACCA or CIMA.

2. SENIOR LECTURER OR LECTURER I IN PROJECT MANAGEMENT (ONE POSITION)

Job Purpose: Responsible for teaching, consultancy, research and academic related tasks in the relevant field.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.
- ii. Bachelor's degree in Project Management or related qualification with at least a Credit from a registered/accredited university.
- iii. Master's degree in Project Management from a registered/accredited university.
- iv. An earned Doctor of Philosophy (PhD) in Project Management from a registered / accredited university.
- v. Qualification in Teaching Methodology.
- vi. For consideration to the Senior Lecturer position, the applicant should have supervised a minimum of four (4) postgraduate students to completion as a principal supervisor.
- vii. At least five (5) years teaching experience at a university / research institute for consideration at Senior Lecturer level, or a minimum of two (2) years teaching experience at a university / research institute for consideration at Lecturer I level.
- viii. At least ten (10) peer-reviewed publications in recognised journals in the field of specialization for consideration at Senior Lecturer level, or a minimum of three (3) peer-reviewed publications for consideration at Lecturer I level.
- ix. Evidence of contribution to public service.
- x. Member of a professional body.

3. SENIOR LECTURER OR LECTURER I IN MONITORING AND EVALUATION (ONE POSITION)

Job Purpose: Responsible for teaching, consultancy, research and academic related tasks in the relevant field.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.
- ii. Bachelor's degree in Monitoring and Evaluation or related qualification with at least a Credit from a registered/accredited university.
- iii. Master's degree in Monitoring and Evaluation from a registered/accredited university.
- iv. An earned Doctor of Philosophy (PhD) in Monitoring and Evaluation from a registered / accredited university.
- v. Qualification in Teaching Methodology.
- vi. For consideration to the Senior Lecturer position, the applicant should have supervised a minimum of four (4) postgraduate students to completion as a principal supervisor.
- vii. At least five (5) years teaching experience at a university / research institute for consideration at Senior Lecturer level, or a minimum of two (2) years teaching experience at a university / research institute for consideration at Lecturer I level.
- viii. At least ten (10) peer-reviewed publications in recognised journals in the field of specialization for consideration at Senior Lecturer level, or a minimum of three (3) peer-reviewed publications for consideration at Lecturer I level.
- ix. Evidence of contribution to public service.
- x. Member of a professional body.

4. SENIOR LECTURER OR LECTURER I IN COMPUTER SCIENCE (ONE POSITION)

Job Purpose: Responsible for teaching, consultancy, research and academic related tasks in the relevant field.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.

- ii. Bachelor of Science in Computer Science with at least a Credit from a registered/accredited university.
- iii. Master of Science in Computer Science from a registered/accredited university.
- iv. An earned Doctor of Philosophy (PhD) in Computer Science from a registered / accredited university.
- v. Qualification in Teaching Methodology.
- vi. For consideration to the Senior Lecturer position, the applicant should have supervised a minimum of four (4) postgraduate students to completion as a principal supervisor.
- vii. At least five (5) years teaching experience at a university / research institute for consideration at Senior Lecturer level, or a minimum of two (2) years teaching experience at a university / research institute for consideration at Lecturer I level.
- viii. At least ten (10) peer-reviewed publications in recognised journals in the field of specialization for consideration at Senior Lecturer level, or a minimum of three (3) peer-reviewed publications for consideration at Lecturer I level.
- ix. Evidence of contribution to public service.
- x. Member of the Information and Communication Technology Association of Zambia (ICTAZ).

5. JOB TITLE: ASSISTANT MANAGER – EXAMINATIONS (ONE POSITION)

Job 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.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.
- ii. Bachelor's degree in Business Administration, Public Administration, Education Management or any relevant Social Science from a registered/accredited university.
- iii. 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.

- iv. A minimum of three (3) years relevant experience in Examination and/ or Academic Affairs Administration at a university.
- v. Must have experience working with an Examinations Management System at a university.
- vi. Must be familiar with Senate Examinations Procedures at university level.
- vii. Member of a relevant professional body.

6. JOB TITLE: ASSISTANT eLEARNING SUPPORT OFFICER (ONE POSITION)

Job Purpose: To support the development, maintenance, and innovation of eLearning systems by providing technical expertise and assistance to faculty in integrating ICT tools into teaching and learning, while ensuring the timely resolution of technology-related queries from both staff and students to enhance teaching quality and enrich the learner experience.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.
- ii. Diploma in Information Technology, Computer Science or a related field from a recognised /accredited learning institution.
- iii. Bachelor's degree in Information Technology, Computer Science or a related field from a recognised/accredited university will be an added advantage.
- iv. At least two (2) year of relevant experience in eLearning or ICT support in a university environment.
- v. Experience working with Learning Management Systems (e.g., Moodle, Blackboard, Canvas) will be an added advantage.
- vi. Membership of the Information and Communication Technology Association of Zambia (ICTAZ) will be an added advantage.

7. JOB TITLE: GRANTS OFFICER (ONE POSITION)

Job Purpose: To support the Grants Director in identifying grant opportunities, facilitating the acquisition of funding, and overseeing project implementation. In

addition, the Grants Officer will serve as a project lead when required and contribute to the preparation of timely and accurate reports for management and stakeholders.

Key Responsibilities:

- i. Support the identification and assessment of funding opportunities.
- ii. Assist in the preparation and submission of grant applications and proposals.
- iii. Ensure compliance with donor requirements, policies, and procedures.
- iv. Coordinate the implementation of funded projects and monitor progress.
- v. Maintain accurate grant records, documentation, and reporting systems.
- vi. Prepare regular progress and financial reports for management and funders.
- vii. Act as project assistant on assigned initiatives.
- viii. Collaborate with internal teams and external partners to ensure successful project delivery.

Qualifications:

- i. Grade 12 School Certificate with at least five O Level credits or better including English and Mathematics or equivalent.
- ii. Bachelor's degree in Business Administration, Public Administration or any relevant field from a registered / accredited university.
- iii. Minimum of two (2) years' experience in grant writing, grants management, project proposal development.
- iv. Demonstrated experience in successful grant solicitations will be an added advantage.
- v. Member of a relevant professional body.

MODE OF APPLICATION:

Eligible candidates who meet the above criteria are invited to submit an application consisting of the following: an application 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 Registrar

ZCAS University

Dedan Kimathi Road

LUSAKA, ZAMBIA.

Applications should be submitted via email to: recruitment@zcasu.edu.zm

Note that no hard copy applications shall be accepted.

Closing Date: Friday 10th October 2025. Only short-listed candidates will be contacted. ZCAS University is an Equal Opportunity Employer.