



ZCAS UNIVERSITY

EMPLOYMENT OPPORTUNITIES

ZCAS University invites suitably qualified, experienced, and result-oriented individuals to apply for the following positions:

1. DEPUTY VICE CHANCELLOR – RESEARCH, CONSULTANCY AND INNOVATION (POSITION 1)

1.1. Job purpose

Under the direction of the Vice-Chancellor, to provide strategic leadership in research, consultancy, and innovation, drive knowledge creation and commercialisation, strengthen partnerships, and enhance the University's contribution to national development and global competitiveness.

1.2. Main duties and responsibilities

- 1.2.1. Provide effective leadership and oversight for research, consultancy, and innovation activities.
- 1.2.2. Develop and implement policies and frameworks that promote high-quality research and innovation.
- 1.2.3. Monitor the implementation of the University's Strategic Plan regarding research, consultancy, innovation, and grants solicitation.
- 1.2.4. Lead the mobilisation of research funding and consultancy opportunities locally and internationally.
- 1.2.5. Promote commercialisation of research outputs and intellectual property development.
- 1.2.6. Strengthen partnerships and collaborations with industry, government, and international institutions.
- 1.2.7. Oversee postgraduate programmes and ensure quality and relevance of research outputs.
- 1.2.8. Coordinate dissemination of research findings through publications and conferences
- 1.2.9. Facilitate the signing of MoUs with strategic partners and oversee their implementation.
- 1.2.10. Perform such other duties as may be assigned by the Vice – Chancellor.

1.3. Qualifications and Experience

- 1.3.1. Grade 12 School Certificate or equivalent with at least five (5) 'O' levels credits or better including English and Mathematics.
- 1.3.2. An earned PhD or DBA, Masters' and Bachelors' Degrees (aligned).
- 1.3.3. Associate Professorship and above will be an added advantage.
- 1.3.4. Must have attained at least the rank of Senior Lecturer.
- 1.3.5. At least eight (8) years of relevant experience in academia or research, including a minimum of three (3) years in senior management at the level of Dean of School/Faculty or Director within a university or comparable institution.
- 1.3.6. Strong record of research publications in peer-reviewed journals.
- 1.3.7. Proven track record in research grant acquisition and consultancy management.
- 1.3.8. Experience in building strategic partnerships locally and internationally.
- 1.3.9. Member of a relevant professional body.

1.4. Key Competencies and Attributes

- 1.4.1. Strategic leadership and visionary thinking.
- 1.4.2. Innovative and entrepreneurial mindset
- 1.4.3. Strong knowledge of research ethics and governance.
- 1.4.4. Excellent stakeholder engagement and partnership-building skills.
- 1.4.5. Strong communication and interpersonal skills.
- 1.4.6. High level of integrity and professionalism.
- 1.4.7. Ability to drive institutional transformation and growth.
- 1.4.8. Goal achievement oriented.

1.5. Tenure

The appointment shall be for an initial period of four (4) years.

1.6. Remuneration

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

2. CHIEF LIBRARIAN (1 POSITION)

2.1. Job purpose

Under the direction of the Vice-Chancellor, to provide strategic leadership and oversight of the University's library and knowledge services, ensuring alignment with institutional goals in teaching, research, consultancy, and innovation, while advancing the development and management of both print and digital collections, scholarly communication, and effective research support.

2.2. Main Duties and Responsibilities

- 2.2.1. Provide strategic leadership in the development and implementation of library policies, systems, and services in alignment with the University's goals in teaching, research, consultancy, and innovation.
- 2.2.2. Oversee the acquisition, development, organisation, and curation of high-quality scholarly resources (print, digital, and archival) to support academic excellence and interdisciplinary learning.
- 2.2.3. Lead the adoption and integration of advanced library technologies, including digital repositories, data management systems, and AI-enabled tools to enhance access, and user experience.
- 2.2.4. Support academic staff and students through comprehensive research services, including information access.
- 2.2.5. Ensure reliable access to relevant academic databases, e-resources, and learning materials, while optimising subscriptions and resource utilisation.
- 2.2.6. Ensure compliance with accreditation standards and regulatory requirements, including copyright, licensing, and information governance frameworks.
- 2.2.7. Provide effective leadership and supervision of library staff, manage the library budget and resources efficiently.
- 2.2.8. Establish strategic partnerships with local and international libraries and knowledge institutions.
- 2.2.9. Perform such other duties as may be assigned by the Vice – Chancellor.

2.3. Qualifications and Experience

- 2.3.1. Grade 12 School Certificate with at least five (5) O' levels credits or better including English and Mathematics
- 2.3.2. Bachelor's Degree in Library and Information Science.
- 2.3.3. Master's Degree in Library and Information Science or related field.
- 2.3.4. A PhD in Library and Information Science or related field will be an added advantage.
- 2.3.5. At least eight (8) years of relevant experience, with at least three (3) years in a senior position.
- 2.3.6. Experience in digital library systems and electronic resource management.
- 2.3.7. Member of the Library and Information Association of Zambia (LIAZ).

2.4. Key Competencies and Attributes

- 2.4.1. Strong leadership and organisational skills.
- 2.4.2. Knowledge of modern library technologies and systems.
- 2.4.3. Excellent communication and interpersonal skills.
- 2.4.4. Strong analytical and problem-solving skills.

2.4.5. Ability to innovate and adapt to emerging trends.

2.5. Tenure

The appointment shall be for an initial period of three (3) years.

2.6. Remuneration

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

3. DEAN OF STUDENTS (1 POSITION)

3.1. Job Purpose

Under the direction of the Vice Chancellor, to provide leadership and oversight of student affairs and support services, fostering a holistic, inclusive, and engaging student experience that promotes academic success, personal development, wellbeing, and student engagement in alignment with the University's mission.

3.2. Main Duties and Responsibilities

- 3.2.1. Provide strategic direction for student affairs and contribute to the development, review, and implementation of student policies aligned with the university goals.
- 3.2.2. Oversee comprehensive student welfare services, including counselling, health services, accommodation, and disability support.
- 3.2.3. Coordinate and promote sports, recreational, social, cultural, and co-curricular programmes to enhance student engagement.
- 3.2.4. Develop, interpret, and enforce student rules, regulations, and codes of conduct.
- 3.2.5. Design and implement strategies to improve student retention, progression, and completion rates.
- 3.2.6. Advise the Vice-Chancellor and liaise with student unions to promote effective governance and harmony.
- 3.2.7. Provide counselling and advisory services to students
- 3.2.8. Supervise student affairs staff.
- 3.2.9. Develop partnerships with alumni, industry, and external organisations for students internships and employment opportunities.
- 3.2.10. Manage student-related emergencies, ensure compliance with regulations, and review policies for continuous improvement.
- 3.2.11. Perform such other duties as may be assigned by the Vice – Chancellor.

3.3. Qualifications and Experience

- 3.3.1. Grade 12 School Certificate with at least five (5) 'O' levels credits or better including English and Mathematics

- 3.3.2. Bachelor's Degree in Social Sciences, Education, Psychology, or related field.
- 3.3.3. Master's Degree in a relevant field.
- 3.3.4. A PhD in a relevant field will be an added advantage.
- 3.3.5. At least seven (7) years of relevant experience in student affairs, with at least three (3) years in a leadership role.
- 3.3.6. Demonstrated ability to manage student-related issues effectively.

3.4. Key Competencies and Attributes

- 3.4.1. Strong leadership and people management skills.
- 3.4.2. Excellent interpersonal and counselling skills.
- 3.4.3. Conflict resolution and problem-solving abilities.
- 3.4.4. High level of integrity and professionalism.
- 3.4.5. Ability to work with diverse student populations.
- 3.4.6. Sound minded

3.5. Tenure

The appointment shall be for an initial period of three (3) years.

3.6. Remuneration

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

MODE OF APPLICATION

Eligible candidates who meet the above specifications should submit a cover letter indicating their suitability for the role, detailed Curriculum Vitae with three traceable referees, and certified copies of academic and professional qualifications in a single PDF document to:

The Chairperson
Search Committee
ZCAS University
LUSAKA.

The application should be submitted via to recruitment@zcasu.edu.zm

No hard copies shall be accepted.

Closing Date: Friday 31st July 2026. Only short-listed candidates will be contacted.

ZCAS University is an Equal Opportunity Employer.