



**KWAME NKURUMAH UNIVERSITY**  
**COUNCIL OFFICE**

**VACANCY ANNOUNCEMENT**

The Council of the Kwame Nkrumah University (KNU) a public university wishes to recruit suitably qualified personnel in the following positions;

**(A). ACADEMIC POSITIONS**

**1.0 SCHOOL OF BUSINESS STUDIES**

- i. Lecturer in Economics ( x 1)
- ii. Lecturer in Law ( x 1)

**2.0 SCHOOL OF EDUCATION**

- i. Lecturer in Educational Psychology ( x 1)
- ii. Lecturer in Special Education ( x 1)

**3.0 SCHOOL OF HUMANITIES AND SOCIAL SCIENCES**

- i. Lecturer in Civic Education ( x 1)
- ii. Lecturer in English Language ( x 1)
- iii. Lecturer in French Methodology ( x 1)

#### **4.0 SCHOOL OF NATURAL SCIENCES**

- |      |                                 |        |
|------|---------------------------------|--------|
| i.   | Lecturer in Biology content     | ( x 1) |
| ii.  | Lecturer in Chemistry content   | ( x 1) |
| iii. | Lecturer in Mathematics content | ( x 1) |
| iv.  | Lecturer in Physics content     | ( x 1) |

**JOB PURPOSE:** To conduct lectures to undergraduate and postgraduate students and assist them to undertake research work for successful completion of their studies.

#### **PRINCIPAL ACCOUNTABILITIES:**

- To conduct lectures in the specialized University subject referred to above.
- To participate in curriculum development in the Department including developing course outlines and lecture materials.
- To supervise practical, field work and provide technical know-how in order to impart skills in the students.
- To assist students with research work in order for them to comprehend fully the subject matter.
- To mark students' oral, practical and written exercises, assignments and examinations.
- To write bankable research proposals, carry out research, publish in refereed journals, presents papers at conferences and workshops and engage in consultancy and community service.

#### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a minimum of a Masters' Degree with a research component in the relevant field. A PhD is preferable.
- Must be computer literate in Word, Excel, Power point.
- Teaching experience in a reputable institution of higher learning is an added advantage.

- Must have good interpersonal skills and capable of instilling good morals and behavior in students.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

**(B). NON ACADEMIC POSITIONS**

**1.0 CHIEF INTERNAL AUDITOR**

( x 1)

**JOB PURPOSE:** Responsible for spearheading planning and administrative activities of all auditable University resources and systems, asset management, transparency and integrity in an independent and objective manner and risk management.

**PRINCIPAL ACCOUNTABILITIES:**

- To spearhead the strategic direction of the Internal Audit Unit.
- To report periodically to the Audit and Risk Committee and to the Vice Chancellor
- To ensure review of compliance with applicable policies, plans, procedures, laws and regulations relating to academic and administrative functions.
- To provide guidance on risk assessment and evaluation of control.
- To ensure inspection and verification of negotiable securities, receivables and payables including examination of receipts for cash payments and purchases.
- To perform rolling reviews of the University's programmes, asserts and inventory.
- To coordinate all audit activities to ensure an efficient audit coverage that responds to University goals.
- To advise on the rational utilization of resources for the University.
- To explain the University control environment to external auditors as requested for from time to time.
- To oversee the execution of due diligence reviews, fraud investigations and any other related tasks when required by the Vice Chancellor.

## **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have full ZICA, ACCA or CIMA and a Master's Degree in a related field. Chartered Risk Management and Assurance (CRMA) or Chartered Internal Auditor (CIA) will be an added advantage.
- Must be well vest with government and university operations.
- Must have a minimum of 3 years' experience in Internal Auditing and must be a registered member of the Institute of Internal Auditors or IIA Global
- Must be computer literate.
- Not less than 35 years of age.
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

## **2.0 PURCHASING & SUPPLIES MANAGER**

( x 1)

**JOB PURPOSE:** Responsible for planning, organizing and supervising the procurement functions for the University in compliance with local and international procurement regulations.

### **PRINCIPAL ACCOUNTABILITIES:**

- To participate in preparing and controlling annual procurement plan.
- To direct the implementation of procurement in line with the policies and procedures.
- To oversee the review of purchase order claims and contracts for conformance to Zambia Public Procurement Authority (ZPPA) and University policy.
- To review approved purchase orders to ensure accuracy and compliance to regulations.
- To oversee the process of evaluating the suppliers in order to determine product availability and terms of sale.

- To manage and organize the procurement Unit to ensure that there is efficiency, cost effectiveness and that all purchases represent value for money.
- To prepare and submit situational, quarterly and annual reports on procurement and supply issues for information and management decision.
- To prepare quarterly and annual operational performance reports.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Professional Diploma (CIPS) or Degree in Procurement and Supply. A Master's Degree in Supply Chain Management or in a related field will be an added advantage.
- Must have a minimum of four (3) years practical experience in a similar or related position and should be a member of Zambia Institute of Purchasing and Supply (ZIPS).
- Must have a successful and verifiable track record in establishing procurement management systems.
- Must be computer literate
- Not less than 35 years of age.
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

### **3.0 STOCK CONTROLLER**

( x1)

**JOB PURPOSE:** Responsible for the overall management, receipt and issuance of stock to end users.

#### **PRINCIPAL ACCOUNTABILITIES:**

- To ensure that all in-coming deliveries are inspected against specifications of the purchase order.

- To ensure that all goods procured are delivered to Central Stores.
- To ensure that user departments are notified of goods received.
- To ensure that stock from suppliers are checked for damages, expiry dates and any other quality concerns.
- To approve the release of stock according to laid down procedures.
- To ensure adequate security measures are in place.
- To participate in the preparation of monthly, quarterly and annual operational performance reports.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Professional Diploma (CIPS) level VI or Diploma in Stores Management and Stock Control. A Degree in Procurement and Supply Chain Management will be an added advantage.
- Must have a minimum of four (3) years practical experience in a similar or related position and should be a member of Zambia Institute of Purchasing and Supply (ZIPS).
- Not less than 35 years of age.
- Must be computer literate
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

### **5.0 FINANCIAL ACCOUNTANT**

( x1)

**JOB PURPOSE:** Responsible for developing and implementing key internal controls, accounting procedures, management and supervision of the financial accounting team.

#### **PRINCIPAL ACCOUNTABILITIES:**

- To develop processes, procedures and internal controls to facilitate decision making.

- To consolidate Accounts Preparation and Statutory Reporting for both Internal and External Stakeholders.
- To liaise with the institutions, external auditors in order to assist in satisfactory completion of audit work on year end statutory accounts.
- To manage timely preparation of monthly payroll and payment of salaries/wages as per institution's laid down guidelines.
- To monitor and control the cash flow of the institution and ensure timely payment to the University Creditors.
- To devise treasury management techniques that benefit the University.
- To supervise subordinates in order to facilitate efficient and effective operations of the department.
- To participate in the preparation of monthly, quarterly and annual operational performance reports.

#### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Bachelor of Accountancy or full ZICA, ACCA or CIMA and a Master's Degree in a related field will be an added advantage.
- Must have full ZICA membership
- Must be well vest with government and university operations.
- Must have a minimum of 3 years' relevant work experience.
- Not less than 30 years of Age.
- Must be computer literate.
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

#### **6.0 ACCOUNTANT BUDGET & LEDGER**

( x 1)

**JOB PURPOSE:** Responsible for preparation of monthly accrual for inventory received, but not billed, including corresponding with vendors to resolve open balances, reviewing production/service costing results to ensure proper

accounting of quantities and costs, reconciling perpetual and general ledger balances for sub-units and reviewing and management of all ledgers.

**PRINCIPAL ACCOUNTABILITIES:**

- To participate in the preparation of budgets and budget performance reports through accurate analysis of financial data in order to enhance accountability.
- To participate in the preparation of financial statements, financial reports and management accounts in order to facilitate decision making.
- To participate in the process of financial planning, financial trends and forecasting in order to facilitate decision making.
- To participate in the preparation of monthly, quarterly and annual operational performance reports.

**QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have full ZICA, ACCA or CIMA.
- Must be well vest with government and university operations.
- Must have a minimum of 3 years' relevant work experience.
- Not less than 30 years of Age.
- Must be computer literate
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

**7.0 STUDENT COUNSELLORS**

( x 2)

**JOB PURPOSE:** Responsible for coordinating, planning, administration and implementation of counselling services for students and members of staff.



### **PRINCIPAL ACCOUNTABILITIES:**

- To develop counselling programs and activities to meet particular needs of students and other clients utilizing general counselling services.
- To counsel students with psychosocial and health problems.
- To provide assistance required, counsel students/clients and assist them to improve their understanding of the problems and secure their co-operation in coping with them.
- To conduct counselling activities and ensure that appropriate services are given to clients.
- To liaise with schools and other units on matters affecting students.
- To ensure proper management of records at the Counselling Centre.
- To prepare monthly, quarterly and annual operational performance reports.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Degree in Guidance and Counselling, Psychology, Special Education. A Master's Degree in Counselling will be an added advantage.
- Must be well vest with government and university operations.
- Must have a minimum of 3 years' relevant work experience.
- Not less than 35 years of Age.
- Must be computer literate
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

### **8.0 SPORTS & RECREATION OFFICER**

( x1)

**JOB PURPOSE:** Responsible for planning, organizing and coordinating of all sports, recreation and socio-cultural activities in the University.

### **PRINCIPAL ACCOUNTABILITIES:**

- To promote sports development and talent among students for participation in local, national and international events.
- To represent the University at various sports forums and promote liaison with other institutions to enhance sports development and programming.
- To ensure acceptable conduct of all sports persons representing the University at all sporting events.
- To coordinate and lead both students and staff teams in local and international sporting events.
- To initiate and stimulate recreational activities in the University.
- To facilitate proper usage and maintenance of sports fields halls, recreational facilities and social cultural materials.
- To participate in the quarterly and annual operational performance reports.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Degree in Physical Education or Sports Administration or Sports Management or its equivalent.
- Must have a minimum of four (3) years relevant work experience.
- Not less than 25 years of Age.
- Must be computer literate
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

### **8.0 CHIEF SECURITY OFFICER**

( x1)

**JOB PURPOSE:** Responsible for planning, managing and directing security strategies and protect University community members, stakeholders and property so as to create a crime free environment.

### **PRINCIPAL ACCOUNTABILITIES:**

- To coordinate and supervise security administration and operations.
- To ensure that University property and assets are safeguarded.
- To control security activities such as guarding and inspection of vulnerable and strategic points in the University.
- To investigate and prevent crime.
- To ensure that perpetrators of crime are apprehended.
- To liaise with other security agencies on matters relating to the University security and investigations.
- To ensure that law and order is maintained in all University events.
- To prepare daily, weekly, monthly, quarterly and annual operational performance reports.

### **QUALIFICATIONS AND PERSONAL ATTRIBUTES**

- Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- Must have a Military/Police Training or Certificate in Defence and Security, Military, Correctional Services or Police.
- Must have a minimum of four (4) years practical experience in a Security Wing in Criminal detection and investigations or related position.
- Not less than 35 years of Age.
- Must be computer literate
- Must have good interpersonal skills.
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

### **MODE OF APPLICATION**

Candidates meeting the stated requirements are required to submit their applications comprising the following:

- Letter of application.
- Curriculum Vitae.

- Authenticated copies of academic and professional qualifications including a full grade XII or equivalent certificate.
- Names and addresses of three (3) referees two (2) of whom must be professional authorities in relevant fields.

Applications marked with the “**POSITION**” of interest must be addressed to:

**The Office of the Registrar  
Kwame Nkrumah University  
Munkoyo Street Plot No. 1583  
KABWE  
ZAMBIA**

**Email Address:** [recruitment@nkrumah.edu.zm](mailto:recruitment@nkrumah.edu.zm).

**CLOSING DATE AND TIME FOR RECEIPT OF APPLICATION IS FRIDAY 13<sup>TH</sup>  
SEPTEMBER 2019, 17:00 HOURS**

N.B: Kwame Nkrumah University is an Equal Opportunity Employer. Women candidates are encouraged to apply. Only short listed candidates will be contacted and those that would not have heard from the University should consider themselves unsuccessful.

Please visit the Kwame Nkrumah website at [www.nkrumah.edu.zm](http://www.nkrumah.edu.zm)