



KWAME NKRUMAH UNIVERSITY
COUNCIL OFFICE

JOB OPPORTUNITIES

Kwame Nkrumah University invites applications from suitably qualified and experienced members of the public to fill the following vacancies:

1. ACADEMIC POSITIONS

LECTURERS/ASSOCIATE PROFESSOR/ PROFESSOR

- | | |
|----------------------------|--------|
| i. Marketing | (x 1) |
| ii. Purchasing and Supply | (x 1) |
| iii. Lecturer in Geography | (x 1) |
| iv. Lecturer in Nursing | (x 3) |

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

PRINCIPAL ACCOUNTABILITIES:

- i. To conduct lectures in the specialized University subject referred to above.
- ii. To develop learning materials including course outlines, lecture materials and teaching aids.
- iii. To participate in curriculum development in the Department.
- iv. To supervise practical, field work and provide technical know-how in order to impart skills in the students.
- v. To assist students with research work in order for them to comprehend fully the subject matter.
- vi. To mark students' oral, practical and written exercises, assignments and examinations.

- vii. To write bankable research proposals, carry out research, publish in refereed journals, present papers at conferences and workshops and engage in consultancy and community service.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- i. Must have a Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language.
- ii. Must have a minimum of a PhD.
- iii. Must be computer literate in Word, Excel, Power point.
- iv. Teaching experience in a reputable institution of higher learning is an added advantage.
- v. Must have good interpersonal skills and capable of instilling good morals and behaviour in students.
- vi. Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

2. NON ACADEMIC POSITIONS

1. DEPUTY REGISTRAR ACADEMIC (1)

JOB PURPOSE: To provide leadership and management in matters related to academic administration, ensuring the efficient and effective operation of the academic office.

PRINCIPAL ACCOUNTABILITIES

- i. Oversee student admissions, examinations office, academic records management, and create an environment conducive to academic excellence and student success.
- ii. Collaborate with various university units and stakeholders to implement academic policies.
- iii. Enhance the academic experience, thereby contributing to the overall success and reputation of Kwame Nkrumah University.
- iv. Provide secretarial services to the Senate and its Committees, including follow-up activities to ensure the timely implementation of Senate resolutions as well as those of its Committees.

QUALIFICATIONS AND PERSONAL ATTRIBUTES

- i. Full Grade 12 School Certificate with a minimum of five (5) credits, including English.
- ii. Bachelor's Degree in Social Sciences or Educational Administration.

- iii. A Master's degree in Social Sciences, Educational Administration, or a related field in the Social Sciences.
- iv. A minimum of five (5) years of practical administrative experience in a Higher Learning Institution or any other reputable organization.
- v. Excellent oral and written communication skills are mandatory.
- vi. Proficiency in MS Office applications.
- vii. Possession of a practicing license with the relevant professional body is required.

2. DRIVER (x 3)

JOB PURPOSE: To drive University vehicles.

QUALIFICATIONS AND PERSONAL ATTRIBUTES:

- i. Must have a Full Grade Twelve (12) Certificate with at least a credit in English language.
- ii. Must be 30 years and above.
- iii. Valid class 'C' or 'CE' SADC driving License.
- iv. At least two (2) years driving experience.
- v. Mechanical knowledge and defensive driving will be an added advantage.
- vi. Flexible, mature, sober minded and able to work long hours.
- vii. Must be able to work with own initiative and minimum supervision.

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 or kwamenkrumahuniversity563@gmail.com

CLOSING DATE AND TIME FOR RECEIPT OF APPLICATION IS FRIDAY 27TH OCTOBER 2023, 17:00 HOURS

Note: Kwame Nkrumah University is proud to be an Equal Opportunity Employer. We strongly encourage applications from female and differently-abled individuals, as we are dedicated to promoting diversity and inclusivity in our workforce. Please be informed that only shortlisted candidates will be contacted. Candidates who do not receive communication from the University should consider their applications unsuccessful. For further information, please visit the Kwame Nkrumah University website at www.nkrumah.edu.zm