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.   Chief Financial Officer

Job Purpose: Responsible for directing and overseeing all aspects of the Financial and Accounting functions of the university in order to ensure transparency, accountability and value for money.

Principal Accountabilities
i.   To prepare and monitor budgets and cash flows of overall income and expenditures of the university.
ii.   To initiate strategic planning of the resource allocations to the various Schools, Units and Departments.
iii.   To ensure completeness, accuracy and validity of university financial information and safeguard of the University assets.
iv.   To provide timely quarterly and audited annual reports to Management.
v.   To advise Management on trends in expenditures and income to ensure that financial decisions are kept in line with budget allocations, expenditure and income.
vi.   To ensure security of transaction documents and enforcing accountability of staff supervised.
vii.   To undertake such duties as assigned by the Vice Chancellor or Council.

Qualifications and Personal Attributes
i.   Must have a full Grade Twelve (12) School Certificate with at least 5 Credits that must include English Language and Mathematics.

ii.   Must have a Bachelor of Accountancy or full ZICA, ACCA or CIMA.

iii.   Must possess a Masters Degree in a related field.

iv.   Must be well vested with Government and University operations.

v.   Must have a minimum of 5 years' experience in accounts and finance in a reputable institution at Senior Management level.

vi.   Must be computer literate.

vii.   Must have good interpersonal skills.

viii.   Emotional stability and ability to balance the requirements of different stakeholders of the University.

ix.   Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements.

x.   Must have proof of valid membership to Zambia Institute of Chartered Accountants.

2.   Information Communication and Technology Manager

Job Purpose: To lead, direct and oversee the Information Communications Technology function and ensuring continuous operation and cost efficiency of Kwame Nkrumah University systems, network, database architecture and data security in order to achieve consistency and reliability of hardware, software, non-system tools, data archiving and offsite disaster recovery Management.

Principal Accountabilities

i.   Initiates formulation and review of policies on Information and Communication Technologies (ICT), Work Manuals, Procedures, and related documentation.

ii.   Provides ICT strategic inputs to Senior Management.

iii.   Prepares, reviews, and monitors the ICT Annual Budget to ensure effective implementation of the University's Strategic Plan.

iv.   Analyses the University's ICT systems requirements and recommends appropriate systems and tools for implementation to ensure resources invested in ICT provide improvements to services and value for money.

v.   Plans and coordinates projects such as installing and upgrading of hardware and software.

vi.   Oversees the installation and maintenance of network systems including continuous upgrades.

vii.   Accountable for the delivery, continuity, risk management and effective support of the University's ICT infrastructure and systems.

viii. Develops, deploys and maintains appropriate security systems that ensure Network, Systems and Data are protected from internal and external security threats.

ix. Establishes appropriate operational procedures, tools, and resources for effective and timely delivery of technical support to all users that ensures high user productivity and guarantees client satisfaction.

x. Ensures compliance to Local and International ICT regulatory frameworks.

xi. Provides team leadership by building and maintaining a high performance and motivated ICT staff.

xii. Develops and maintains relationships with external IT vendors and service providers.

xiii. Submits regular reports to the Vice Chancellor on the operations and status of ICT systems in the University and recommends appropriate action as may be required.

Qualifications, Experience and Skills:

i. Grade 12 School Certificate with a minimum of five (5) "O" levels including English and Mathematics.

ii. Must Possess a Bachelor of Science degree in Computer Science, Information Technology, Information Systems Management, or its equivalent.

iii. Master's degree in ICT or business-related field will be an added advantage.

iv. Must have networking experience or CISCO certification.

v. Must have ICT Project management experience or Project Management certification.

vi. At least four (4) years' work experience in ICT management.

vii. Hands-on experience with computer networks, network installation and network administration.

viii. Knowledge of e-Learning Software and its administration.

ix. Must have proof of valid membership to Information and Communication Technology Association of Zambia (ICTAZ).

3. ICT OFFICER – NETWORK ADMINISTRATOR   x 01

Job Purpose: To be responsible for planning, designing, maintaining a reliable, secure and efficient data communications network, deploy, configure, maintain and monitor all passive and active network equipment to ensure smooth network operation of the University.

Main Duties and Responsibilities

I. Plan, Install, configure and maintenance of Core Network and communications infrastructure for all Nkrumah University Campuses.

II. Develop and maintain installation and operational configurations.

III. Define network policies and procedures.

IV. Assign and update security permissions for the system network.

V. Troubleshoot faults on the Network and provide technical solutions to ensure high availability of Network services.

VI. Schedule and carry out maintenance of all Network equipment and related peripherals to support Network services.

VII. Ensure all hardware installations are safely executed without compromise to user's safety.

VIII. Monitor, optimize and manage Network resources (such as bandwidth, availability, utilization, throughput and latency) on the University Network.

IX. Ensure network security and connectivity.

X. Infrastructure (installation of cabling, patch panels, cabinets, trunking, among others)

XI. Specify system requirements and design solutions.

Qualifications and Personal Attributes:

I. Must poses a Grade 12 School Certificate with at least five (05) Credits which must include English Language and Mathematics.

II. Must poses a Bachelor's Degree in Computer Science or Information Technology

III. Must poses CCNA, CCNP or other networking Professional Certificates.

IV. Must be experienced with the setup of various networking equipment (switches, routers, firewalls).

V. Must have thorough understanding and hands-on experience in computer networking, for example VLANS, MPLS, RIP, OSPF, BGP, IGP.

VI. Must have excellent network troubleshooting skills.

VII. Must have an understanding of Active Directory, Radius and 802.1x.

VIII. Must have hands on practical knowledge in configuration of network equipment.

IX. Must have proven experience in installation and maintenance of physical network.

X. Must have proof of valid membership to Information and Communication Technology Association of Zambia (ICTAZ).

4.   Lecturers/Associate Professor/ Professor

4.1 Lecturer in Chemistry	**x 01**
4.2 Lecturer in Physics	**x 01**
4.3 Lecturer in Mathematics	**x 01**
4.4 Lecturer in Nursing	**x 01**
4.5 Lecturer in Primary Education	**x 01**
4.6 Lecturer in Early Childhood Education	**x 01**

Job Purpose:

To design, develop and produce learning and teaching material and to ensure the efficient and effective delivery of teaching programmes to undergraduate and postgraduate students and undertake research activity in the university in accordance with the University's strategy, policy and procedures.

Principal Accountabilities:

i.   To conduct lectures in one or more specialized University subjects (referred to above).

ii.   To supervise practical, laboratory, and field work undertaken by students providing technical know-how in order to impart practical skills in the students, as the case may be.

iii.   To assist students with research work in order for them to comprehend fully the subject matter.

iv.   To prepare and participate in preparing examination papers.

v.   To mark students' oral and written exercises, assignments and examinations.

vi.   To carry out research, publish, community engagement, and present papers conferences and workshops.

Qualifications and Personal Attributes:

i.   Must have a Grade 12 certificate with at least 05 Credits that must include English Language, Mathematics and Science.

ii.   Must possess a Masters degree with a research component in the relevant field.

iii.   A PhD degree with a research component in the relevant field will be an added advantage.

iv.   Must have good interpersonal skills to get along with students and others within and outside the University.

v.   Must have a valid practicing license from the appropriate body.

vi.   Must be ICT literate.

5. Laboratory Technicians   x 02

Job Purpose: To support academic staff, researchers and students in conducting various experiments and tests both in the laboratory and the field.

Principal Accountabilities:
i. To ensure that all laboratory practicals are performed in line with School/Department teaching programme.
ii. To supervise students while in the Laboratory.
iii. To maintain laboratory equipment, laboratory supplies and ensuring staff and student safety while working in the laboratory.
iv. To process laboratory materials for use in teaching.
v. To prepare and carry out laboratory practical's and set up laboratory sessions for students.
vi. To prepare teaching materials and specimens and ensure that all the pieces of equipment are in good working condition.
vii. To be responsible for the general administration of the laboratory.
viii. To schedule laboratory training during students' orientation with regards to safety in the laboratory.
ix. To document and report all accidents in the laboratory that may involve staff, equipment and students.

Qualifications and Personal Attributes:

i. Must have a Grade 12 Certificate with at least 05 Credits that must include a Science subject, Mathematics, and English Language.
ii. Must possess a Diploma in Science Laboratory Technology or Diploma in Chemical Engineering from a recognized institution.
iii. Must have 2 years working experience in a laboratory.
iv. Knowledge in Basic First Aid will be an added advantage.

MODE OF APPLICATION
Candidates meeting the stated requirements are required to submit their applications comprising the following:
- Letter of application.

- Curriculum Vitae.

- Zambia Qualifications Authority (ZAQA) authenticated copies of academic and professional qualifications.
- Names and addresses of two (2) professional referees and one (1) character reference.

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

The Registrar
Kwame Nkrumah University
Munkoyo Street Plot No. 1583
P.O Box 80404
KABWE
ZAMBIA

Email Address: recruitment@nkrumah.edu.zm.

CLOSING DATE AND TIME FOR RECEIPT OF APPLICATION IS FRIDAY, 14TH APRIL 2023 at 17:00 HOURS

N.B: Kwame Nkrumah University is an Equal Opportunity Employer. Female candidates are encouraged to apply. Only shortlisted 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** for more information.