



MULUNGUSHI UNIVERSITY
Pursuing the frontiers of knowledge
JOB OPPORTUNITIES

In the quest to meet national and global human resource needs in a **Responsible, Accountable, Relevant, and Ethical (RARE)** way, Mulungushi University has set itself on a firm expansion trajectory. Arising from that, the following positions have fallen vacant:

Mulungushi University is thus inviting qualified and sufficiently motivated individuals to apply for the following vacant positions:-

1.0 VICE-CHANCELLOR'S OFFICE

1.1 UNIVERSITY LIBRARIAN (01)

JOB PURPOSE: Responsible for effective management of the University Library in order to support teaching, learning, research and consultancy in the University.

PRINCIPAL ACCOUNTABILITIES:

Under the direction of the Vice Chancellor, the University Librarian shall be responsible for;

- Superintending over the general operations of the University Libraries and ensuring professional and ethical standards
- Ensuring efficient running and coordination of library functions in order to ensure timely availability of materials for teaching and research
- Formulating and implementing a strong programme of public services to facilitate access to library information services
- Examining book reviews, publishers' catalogues and other information sources for purposes of recommending materials for acquisition
- Preparing and administering staff and budget resources in order to maintain efficient and flexible operations
- Conduct regular research to ascertain readers' changing needs and publisher's announcements and catalogs
- Plan and supervise the acquisition, classification, cataloguing, shelving and circulation of library materials and maintain records concerning their use, return and related matters
- Efficient and effective management and development of information/communication technology services within the library and other information networks
- Training and assisting library users in the use of electronic and print research resources and tools
- Prepare and submit the Annual Report of the operation of the University libraries to the Vice Chancellor
- Carry out any such tasks and assignment as may be delegated 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 a Bachelor of Library Studies or Information Science
- Must have a Postgraduate degree in Library Studies or Information Science
- Must have a minimum of 5 years practical experience in an academic library at senior management level
- Must be computer literate and experienced in automated library management systems
- Must have personal and professional integrity and a demonstrable distinguished track record of successful senior management experience in higher education and/or a relevant professional field
- Must not be less than 35 years of age
- Must have high level skills in both oral and written presentations
- Must be emotionally stable and able to balance the requirements of different stakeholders of the University
- Must have good interpersonal skills
- Integrity, honesty, ethical values, professional conduct and soberness of character are mandatory requirements

2.0 REGISTRAR'S DEPARTMENT

2.1 SOFTWARE DEVELOPER (01)

Job purpose: To develop and maintain high quality software solutions for the University.

Qualifications

- Grade 12 Certificate with 5 Credits or better that must include English and Mathematics
- Must have a minimum of a Bachelor's degree in Computer Science or Information Technology degree
- Must have a minimum of three (3) years practical and relevant work experience
- Must possess relevant professional certificates such as MCSD, CSSLP and Java
- Must have demonstrable hands on experience with database design and administration (MSSQL, MySQL, PostgreSQL, etc)
- Must have experience with mobile application development (Android/iOS)
- Experience in PHP, Java, JavaScript, HTML, CSS, Net Platform
- Must have experience with version control systems (SVN, CVS, Git, etc)
- Must have experience with Linux as well as Windows systems
- Must be a fast learner
- Must have high levels of integrity
- Must be at least 28 years old

2.2 SECURITY OFFICER INVESTIGATIONS (01)

Job Objectives: To conduct inquiries, ascertain who committed crimes and to gather evidence to prosecute and convict suspects.

Main Accountabilities

- To interview suspects and witnesses
- To examine evidence and conduct research through computer databases and other sources
- To write reports based on findings against committed crimes
- To appear in court and give evidence
- To follow laws that protect the rights of suspects, such as obtaining warrants before conducting searches
- To work closely with state security agencies on matters of security
- To put in place measures to prevent thefts, intended crimes

Qualifications and Main Attributes

- Must have a Grade 12 Certificate with at least 5 Credits that must include English language
- Must have a Certificate in Basic Criminal Law or a Certificate in General Criminal Investigations
- Should have served at a level of detective Inspector/ 2nd Lieutenant at minimum
- Must have at least five(5) years practical experience as an investigations officer in other Security wings or firms
- Must be at least 35 years of age

2.3 SECURITY GUARD (02) – ONE YEAR SHORT TERM CONTRACT

Job Objectives: To carry out general security duties in order to protect the University property

Qualifications:

- Must have a Grade 12 School Certificate with at least five (5) Credits that must include English Language
- Must have undergone Police Training
- Must have no criminal record
- Must be at least 30 years of age
- Must possess high levels of integrity, honesty and sobriety
- Must have five (5) years work experience in a reputable organization

Interested persons should send their application letters with updated Curriculum Vitae (CV's) including copies of their Grade 12 Certificate or the equivalent, Professional Certificates and National Registration Card to:

The Registrar
Mulungushi University
P O Box 80415

KABWE

Telephone: 05-228004

Fax: 05-228003

The closing date for receipt of application letters is 16th June, 2020.

Mulungushi University is an equal opportunity employer and all are encouraged to apply