



**MULUNGUSHI UNIVERSITY**  
*Pursuing the frontiers of knowledge*

**JOB OPPORTUNITIES**

Mulungushi University is inviting qualified and sufficiently motivated individuals to apply for the following positions in the University;

**1.0 LECTURER - INTERNAL MEDICINE (1 position)**

**Job purpose:** To produce highly qualified medical doctors

**Main duties:** To teach, conduct research and carry out academic related responsibilities

**Qualifications:**

- i. A Grade 12 Certificate with at least five (5) Credits that must include Mathematics and English Language
- ii. An earned Bachelor of Medicine and Bachelor of Surgery (MBChB) from a reputable and accredited University
- iii. An earned Master of Medicine in Internal Medicine degree from a reputable and accredited University
- iv. Functional computer skills
- v. Teaching experience at University level will be an added advantage
- vi. Proof of research and publications will also be an added advantage
- vii. A PhD in Internal Medicine will be an added advantage as well
- viii. A valid practicing licence / registration from the relevant health regulatory authority

**2.0 LECTURER – OBSTETRICS AND GYNAECOLOGY (1 position)**

**Job purpose:** To produce highly qualified medical doctors

**Main duties:** To teach, conduct research and carry out academic related responsibilities.

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include Mathematics and English Language
- ii. An earned Bachelor of Medicine and Bachelor of Surgery (MBChB) or its equivalent from a reputable and accredited University
- iii. An earned Master of Medicine in Obstetrics and Gynaecology degree from a reputable and accredited University
- iv. Functional computer skills
- v. Teaching experience at University level will be an added advantage
- vi. Proof of research and publications will be an added advantage
- vii. A PhD in Obstetrics and Gynaecology will also be an added advantage
- viii. A valid practicing licence / registration from the relevant health regulatory authority

**3.0 LECTURER - ECONOMICS (1 position)**

**Job purpose:** To produce highly qualified economists

**Main duties:** To teach, conduct research and carry out academic related responsibilities.

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in Economics with at least a Merit from a reputable and accredited University
- iii. An earned Master's degree in Economics from a reputable and accredited University
- iv. A PhD in Economics will be an advantage
- v. Proof of research and publications
- vi. Functional computer skills
- vii. Teaching experience at University level will also be an added advantage

**4.0 LECTURER - LAW (2 positions)**

**Job purpose:** To produce highly qualified legal practitioners

**Main duties:** To teach, conduct research and carry out academic related responsibilities

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned LLB with at least a Merit from a reputable and accredited University
- iii. An earned LLM from a reputable and accredited University
- iv. A PhD in Laws will be an added advantage
- v. Proof of research and publications
- vi. Functional computer skills
- vii. Teaching experience at University level will also be an added advantage

**5.0 LECTURER – PURCHASING AND SUPPLY (1 position)**

**Job purpose:** To produce highly qualified purchasing, supplies and supply chain managers

**Main duties:** To teach, conduct research and carry out academic related responsibilities

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in Purchasing and Supply with at least a Merit from a reputable and accredited University
- iii. An earned Master's degree in Purchasing and Supply from a reputable and accredited University
- iv. A PhD in Purchasing and Supply Management, Business Administration or Management will be an added advantage
- v. Proof of research and publications
- vi. Functional computer skills
- vii. Teaching experience at University level will also be an added advantage

**6.0 LECTURER – HUMAN RESOURCE MANAGEMENT (1 position)**

**Job purpose:** To produce highly qualified human resource practitioners

**Main duties:** To teach, conduct research and carry out academic related responsibilities

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include English Language and Mathematics

- ii. An earned Bachelor's degree in Human Resource Management with at least a Merit from a reputable and accredited University
- iii. An earned Master's degree in Human Resource Management from a reputable and accredited University
- iv. A PhD in Human Resource Management will be an added advantage
- v. Proof of research and publications
- vi. Functional computer skills
- vii. Teaching experience at University level will also be an added advantage

## **7.0 ASSISTANT REGISTRAR (1 position)**

**Job purpose:** To contribute towards the human resource function in the University

**Main duties:**

- i. Performance management- coordinating staff performance target setting, performance appraisals and identifying training needs for staff
- ii. Report and Minute writing
- iii. Resourcing, placement and orientation of new staff
- iv. Management of staff contracts and separations
- v. Any other duties assigned by supervisor

**Qualifications:**

- i. A Grade 12 Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in either Human Resource Management or Public Administration from a reputable and accredited University
- iii. An earned Master's degree in either Human Resource Management or Public Administration
- iv. A minimum of two years post qualifying experience
- v. Wide experience in Performance Management
- vi. Conversant with the Zambian labour laws
- vii. Good interpersonal and managerial skills
- viii. Leadership skills
- ix. Good analytical report writing and presentation skills
- x. Functional computer skills
- xi. Innovative, team player with high level of energy drive and initiative
- xii. Emotionally stable
- xiii. A fully paid up member of the Zambia Institute of Human Resource Management with a valid practicing license

## **8.0 CHIEF INTERNAL AUDITOR (1 position)**

**Job purpose:** To ensure that the University strictly adheres to its standard procedures and policies and all applicable regulations and that there is value for money in all its dealings with its stakeholders

**Main duties:**

- i. Formulating plans for internal audit function for approval by Management
- ii. Establishing an effective internal audit team to deliver agreed plans and activities
- iii. Preparing, implementing and monitoring operational audit and programmes
- iv. Controlling and managing resources under the Audit unit
- v. Evaluating internal controls to ensure adequate and effective internal procedures and policies
- vi. Performing rolling reviews of the University's programmes, assets and

- inventory
- vii. Identifying key risk areas and making recommendations
- viii. Ensure compliance of programmes with defined University requirements
- ix. Carrying out special investigations as necessary
- x. Performing any other related tasks as directed by the Vice-Chancellor

**Qualifications:**

- i. Grade 12 Certificate with at least five Credits that must include Mathematics and English Language
- ii. An earned Bachelor of Accountancy degree from a reputable and accredited University and/ or professional qualifications such as ACCA, CIMA, and Certified Internal Auditor (CIA)
- iii. An earned Master's degree in any of the following disciplines; Finance, Accounting, Auditing from a reputable and accredited University
- iv. Minimum of five years post qualifying auditing experience
- v. Good interpersonal and managerial skills
- vi. Leadership skills
- vii. Good analytical report writing and presentation skills
- viii. Knowledge and experience of computerized accounting system is a must
- ix. Innovative, team player with high level of energy drive and initiative
- x. Emotionally stable
- xi. A fully paid up member of ZICA with a valid practicing license

**9.0 PURCHASING & SUPPLIES MANAGER (1 position)**

**Job Purpose:** To manage all procurements undertaken by the University as well as contracts entered into by suppliers of works, goods and services.

**Main duties:**

- i. Managing all the procurements of the University
- ii. Preparation of Annual Procurement Plans using the Electronic Government
- iii. Procurement system and ensure strict adherence
- iv. Preparation of monthly and quarterly procurement reports
- v. Maintenance and monitoring of procurement systems and procurement contracts in order to ensure compliance with the procurement rules and regulations as provided in the Zambia Public Procurement Act (ZPPA) Act No. 8 of 2020 and Procurement Regulations, 2011.
- vi. Offer timely advice to Management on all matters of procurement and the laws, procedures and practices related to procurement
- vii. Provide secretarial services to the University's Procurement Committee

**Qualifications:**

- i. Grade 12 Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in Purchasing and Supply from a reputable and accredited University
- iii. An earned Master's degree in Purchasing and Supply from a reputable and accredited University
- iv. At least five years of post-qualification experience
- v. Effective oral and written communication skills
- vi. Functional computer skills
- vii. Good negotiation skills
- viii. Emotionally stable, sober and able to work under pressure
- ix. Leadership skills
- x. A fully paid up member of either the Chartered Institute of Purchasing and Supply or the Zambia Institute of Purchasing and Supply with a valid practicing license

**10.0 PARKS AND GARDENS SUPERVISOR (1 position)**

**Job purpose:** Responsible for maintenance of serene environment that is attractive and conducive for leaning and work

**Main duties:**

- i. Conserving plants and natural resource areas so that natural trees are preserved in a sustainable manner
- ii. Designing parks and gardens for better ambience of the University
- iii. Developing tree, flower and grass planting and pruning programmes
- iv. Planning garden/lawns restoration by recommending required plants, products and treatments
- v. Managing the budget for the section

**Qualifications:**

- i. Grade 12 Certificate with at least five Credits that must include English Language
- ii. A Bachelor's degree in Horticulture/Landscaping
- iii. Must have worked as horticulturist or have been engaged to manage parks and gardens, preferably as in-charge
- iv. Leadership skills

**11.0 STUDIO TECHNICIAN (1 position)**

**Job purpose:** To provide technical services through efficient management and operation of the media production studio in order to support student learning objectives of the Bachelor of Communication degree (Journalism and Public Relations)

**Main duties:**

- i. To maintain and ensure studio equipment is in good working order
- ii. To provide guidance/practical tutorials to students on operation and use of studio equipment and related production software in line with their learning objectives
- iii. To organise and maintain studio records, equipment logs and related back up of studio productions
- iv. To initiate and implement standards, safety procedures and protocols related to the operation of the studio as well as other regulatory requirements
- v. To carry out other related duties as may be assigned by the supervising officer from time to time

**Qualifications:**

- i. A Grade 12 Certificate with at least 5 Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in any of the following; Electronics, Telecommunications, ICT with at least a Credit from a reputable and accredited University
- iii. Two years of post-qualifying experience

**12.0 STORES OFFICER (1 position)**

**Job purpose:** To ensure receipt, storage and issuance of goods to various end-users in the University

**Main duties:**

- i. Initiating Purchase Requisitions
- ii. Receiving of materials and processing Goods Received Notes
- iii. Issuing of materials to end-users
- iv. Any other duties that may be assigned

**Qualifications:**

- i. Grade 12 Certificate with at least five Credits that must include Mathematics and English Language
- ii. Must possess a Diploma in Stores Management or Purchasing and Supply
- iii. Functional computer skills
- iv. At least two years of post-qualifying experience
- v. A fully paid up member of the Chartered Institute of Purchasing and Supply or the Zambia Institute of Purchasing and Supply with a valid practicing license

**How to apply: -**

Send your application letters with a detailed curriculum vitae, certified copies of academic and professional certificates, transcripts and any such other material as the applicant may wish to submit.

The curriculum vitae must give full personal particulars, including full name, date of birth, qualifications, employment status, work experience, date of availability, mobile number, e-mail address, name and address of three traceable referees, two of which should be professionally acquainted with the candidate and one character referee to:

Registrar  
Mulungushi University  
Great North Road Campus  
P O Box 80415  
**KABWE**

Or to the following E-mail address:

recruitment@mu.ac.zm

Closing date for receipt of applications is **Thursday, 14<sup>th</sup> April 2022.**

***MULUNGUSHI UNIVERSITY WILL REMAIN AS AN EQUAL OPPORTUNITY EMPLOYER AND YOU ARE ENCOURAGED TO APPLY.***