



## MULUNGUSHI UNIVERSITY

*Pursuing the frontiers of knowledge*

### JOB OPPORTUNITIES

The Council of Mulungushi University, as an equal opportunity employer, is inviting qualified and sufficiently motivated individuals to apply for the following positions:

#### 1.0 LECTURER IN SCIENCE LABORATORY TECHNOLOGY (01 position)

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

##### **Qualifications**

- (i) Grade 12 School Certificate with five (5) credits or better
- (ii) An earned Bachelor's degree in any of the following disciplines; Chemistry, Chemical Engineering, Environmental Science and Technology, Industrial Chemistry or Environmental Engineering from a reputable and accredited University;
- (iii) Master's degree in any of the following disciplines; Chemistry, Chemical Engineering, Environmental Science and Technology, Industrial Chemistry or Environmental Engineering from a reputable and accredited University;
- (iv) PhD in any of the following disciplines; Chemistry, Chemical Engineering, Environmental Science and Technology, Industrial Chemistry or Environmental Engineering; will be an added advantage;
- (v) Must possess functional computer literacy;
- (vi) Minimum of two (2) years teaching experience at University level and proof of research and publications will be an added advantage;

***NB: The Master's degree must be in the same field as the Bachelor's degree***

#### 2.0 LABORATORY TECHNICIAN (03 positions, re-advertised)

**Job Purpose:** To work in the Biology, Chemistry and Physics Laboratories

##### **Job Requirements**

The job requirements of the successful candidates will include, but not limited to, the following:

- (i) Ensure that all laboratory practicals are performed in line with School/Department teaching programme;
- (ii) Supervision of students while in the laboratory;

- (iii) Maintenance of equipment, laboratory supplies and ensuring staff and student safety while working in the laboratory;
- (iv) Processing laboratory materials for use in teaching;
- (v) Prepare and carry out laboratory practicals and set up laboratory sessions for students;
- (vi) Prepare teaching materials and specimens and ensure that all pieces of laboratory equipment is in good working condition;
- (vii) Be responsible for the general administration of the laboratory;
- (viii) Conduct the Laboratory alongside the charge Lecturer;
- (ix) Scheduling of laboratory training during students' orientation with regards to safety in the laboratory;
- (x) Document and report all accidents in the Laboratory (personnel, equipment and students).

### **Qualifications**

- (i) Grade 12 School Certificate with five (05) credits or better;
- (ii) Diploma in Science Laboratory Technology from a recognized institution;
- (iii) Minimum of two (2) years practical work experience, preferably in a higher learning institution.
- (iv) Knowledge in Basic First Aid will be an added advantage.

## **3.0 ICT MANAGER (01 position, re-advertised)**

**Job Objectives:** Leading, directing and overseeing the Information Communications Technology (ICT) function and ensuring continuous operation and cost-efficiency of Mulungushi University systems, network, database architecture and data security in order to achieve consistency and reliability of hardware, software, non-system tools, data archiving and off-site disaster recovery management.

### **Qualifications**

- i. Grade 12 School Certificate with five (05) credits or better;
- ii. BSc. in Computer Science or Information Technology;
- iii. Master of Science in Computer Science or Information Technology;
- iv. Experience in Software Development and Database Administration;
- v. Must have server administration and disaster recovery management experience;
- vi. Must have networking experience or CISCO Certification;
- vii. Must have ICT Project Management experience or Project Management Certification;
- viii. At least five (05) years of practical work experience two (02) of which must be at managerial level;
- ix. Should have skills in team leadership, employee development and interpersonal communication.

#### **4.0 AUDIT ASSISTANT (01 position)**

**Job Purpose:** To be responsible for maintenance of an up-to-date filing system, carrying out routine audit investigations and recommend corrective action, circulate usage questionnaires, assist in conducting review of assigned organizational and functional responsibilities.

##### **Qualifications**

- (i) Grade 12 School Certificate with five (05) Credits or better that must include English Language and Mathematics book keeping or Principles of Accounts
- (ii) AAT, NAtch, ATD, Diploma in Accountancy or Bachelor of Accountancy
- (iii) Must be a fully paid-up member of ZICA
- (iv) At least two (02) years of practical work experience

#### **5.0 SECURITY GUARD (02 positions)**

**Job Purpose:** To guard the University property and premises in order to safeguard same against theft and protect lives of students and staff within the University premises.

##### **Qualification**

- (i) Grade 12 School Certificate with five (05) Credits
- (ii) Police/Security Guard training
- (iii) Physically fit
- (iv) At least one (01) year work experience in a Security Firm
- (v) Military or police training will be an added advantage

#### **6.0 SECRETARY II (02 positions re-advertised)**

**Job Purpose:** To provide secretarial services to staff in the School

##### **Qualifications**

- (i) Grade 12 School Certificate with five (05) Credits or better that must include English Language
- (ii) Certificate in Secretarial and Office Management
- (iii) Shorthand/Typewriting Speed of 80/90WPM in Shorthand and 45/55WPM in Typewriting
- (iv) Must have high computer skills in Word, Excel and Power Point
- (v) At least two (02) years of practical work experience

#### **7.0 NETWORK ADMINISTRATOR (01 position)**

**Job Purpose:** To design, develop and maintain the University computer network on all layers.

## **Qualifications**

- (i) Must poses a Grade 12 School Certificate with at least five (05) Credits which must include English Language
- (ii) Must poses a Bachelor's Degree in Computer Science or Information Technology
- (iii) Must poses CCNA, CCNP 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 troubleshooting skills
- (vii) Must have an understanding of LDAP/AD, Radius and 802.1x
- (viii) Must have hands on practical knowledge in configuration of network equipment
- (ix) Must poses knowledge of Database Management systems
- (x) Must have proven experience in installation and maintenance of physical network infrastructure. (installation of cabling, patch panels, trunking, etc.)

## **Application:**

Candidates should submit written application letters attaching their latest curriculum vitae, certified photostat copies of their academic and professional qualifications that must include transcripts, certified copy of their national registration card and any such other material as they may wish to submit. The CV must provide, among others, employment and working experience, earliest date of availability, cell numbers, e-mail address, names and addresses of three (03) referees (two (02) of whom should be professionally acquainted with the candidate and one (01) character referee.

## **Application letters must be addressed to:**

The Registrar  
Mulungushi University  
P O Box 80415  
**KABWE**

Tele. No. 05-228004/228003  
E-mail address: [gsiaciti@mu.ac.zm](mailto:gsiaciti@mu.ac.zm)

**Closing date is Friday, 17<sup>th</sup> September 2021.**