



VACANCY ANNOUNCEMENT

The Council of Mulungushi University, through the Search Committee, invites applications from suitably qualified candidates for the positions of **Vice Chancellor**, and **Deputy Vice Chancellor - Research and Innovation**.

ABOUT MULUNGUSHI UNIVERSITY

Mulungushi University has distinguished itself as a Centre of Excellence in its pursuit of frontiers of knowledge. It was established by the Government of the Republic of Zambia in January 2008. It consists of three (3) campuses, namely, the Main Campus situated 26 km from Kabwe town on the Great North Road, the Town Campus located in the heart of Kabwe, and the Parkview Campus which is the School of Medicine and Health Sciences in Livingstone.

As a public institution of higher learning, the University is required to contribute to skilled human resource needs of Zambia while being expected to be financially self-sustaining.

Mulungushi University is an equal opportunity employer that embraces diversity. Its core business focuses on Teaching, Research, Innovation, and Consultancy.

The University has the following Schools/Faculties:

- i. School of Agriculture and Natural Resources
- ii. School of Business Studies
- iii. School of Education
- iv. School of Engineering and Technology
- v. School of Medicine and Health Sciences
- vi. School of Natural and Applied Sciences
- vii. School of Nursing and Midwifery
- viii. School of Social Science

As at 3rd December 2023, the University had a total of 12, 148 registered students (9,837 fulltime undergraduate, 1,692 distance undergraduate, and 619 postgraduates).

The University has a total of 407 members of staff (297 males and 110 females) of which 139 are academic staff. More information about Mulungushi University can be obtained from the University Website www.mu.ac.zm.

On behalf of the University Council, the Search Committee invites applications from suitably qualified individuals for the positions of Vice Chancellor, and Deputy Vice Chancellor-Research and Innovation.

1.0 POSITION OF VICE CHANCELLOR

- 1.1 **Job Purpose:** The Vice Chancellor is responsible for the strategic leadership of the University in academic, financial and administrative functions as stipulated in the Higher Education Act no. 4 of 2013

(hereafter called the Act), and the Higher Education (Amendment) Act No.23 of 2021. The Vice Chancellor reports to the University Council.

1.2 Key Responsibilities

a) Leadership and Governance

- i. Provides leadership for an inclusive staff and collegiate culture that empowers individuals to realise their full potential and to achieve the University's goals in Teaching, Learning, Research, Innovation and Community Service.
- ii. Ensures that all University activities and operations are carried out in compliance with the University governance requirements, and any regulations, rules, laws, codes and standards applicable to higher institutions of learning in Zambia.
- iii. Facilitates the implementation of outreach programmes that reflect the social responsibility of the University including its sustainability.
- iv. Undertakes regular reporting to the University Council and Government as required by the Act.
- v. Ensures that Council meetings are held as planned and resolutions of Council are implemented.
- vi. Ensures the availability and implementation of University risk management framework.
- vii. Promotes productivity through staff motivation and facilitating execution of functions.
- viii. Contributes to public service and intellectual life.

b) Strategy and Management

- i. Leads the development and implementation of the University's Strategic Plan.
 - ii. Identifies and negotiates collaborative agreements on behalf of the University Council.
 - iii. Ensures availability and effective implementation of institutional internal controls and coordinates the operations of the University.
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- iv. Fosters high-value linkages with all stakeholders, especially alumni, Government, local communities, cooperating partners and the private sector.
 - v. Ensures an effective performance management system is in place and implemented.
 - vi. Builds up strong management and leadership teams to ensure effective institutional performance.
 - ix. Contributes to the University's aspiration to be a world-class institution.

c) Academic Leadership

- i. Provides an effective academic environment for the pursuit of teaching, learning, research and community service for the attainment of liberal, professional, scientific and technical education which is responsive to the needs of society and industry.
- ii. Strengthens the University's position as a leading research, teaching and innovation institution in the country and the region.
- iii. Presides at all meetings of the Senate and ensures that Senate submits reports to the University Council regarding the performance of its functions.
- iv. Ensures that University academic calendars run smoothly.
- v. Creates and maintains a conducive academic and social environment for staff and students.

d) Financial Resource Mobilisation and Management

- i. Ensures the development and effective implementation of the financial resource mobilization and management strategy of the University.
- ii. Leads the mobilisation of financial resources in order to achieve financial sustainability.
- iii. Ensures compliance with auditing and statutory requirements.
- iv. Enforces timely financial reporting.

e) Human Capital Development and Management

- i. Ensures the development of the human capital strategy of the University for purposes of having a fit-for-purpose organizational structure, and staff in order to achieve the University's strategic objectives.
- ii. Ensures that the University recruits and retains sufficient numbers and high calibre of academic, administrative and other staff on such competitive terms and conditions of service as determined by the Council.
- iii. Establishes an environment that promotes a culture of high performance, staff discipline, and motivation.
- iv. Promotes a harmonious employee environment to support a high performance culture.

f) Infrastructure Development and Management

- i. Ensures the development and implementation of the infrastructure development and management strategy.
- ii. Generates resources for infrastructure development and management.
- iii. Enforces effective utilisation of University infrastructure.
- iv. Enforces effective maintenance of University infrastructure.

1.3 Qualifications and Competences

- i. Must be a (full) Professor.
- ii. Must possess a Grade 12 School Certificate or its equivalent.
- iii. Must possess a Bachelor's degree in any relevant field from a reputable University.
- iv. Must possess a Master's degree in any relevant field from a reputable University.
- v. Must possess an earned PhD from a reputable university or its comparable equivalent for medical practitioners.
- vi. Must possess a minimum of ten (10) years of post-qualifying relevant academic experience.
- vii. Must possess a minimum of six (6) years experience at senior management level at a minimum of Dean of School/Faculty or Director in a University or similar institution.
- viii. Accomplished record of scholarly work and research with a minimum h-index of 10.
- ix. Must demonstrate ability to source funds and show proof of revenue generation.
- x. Must possess knowledge and experience of University systems that must include experience in financial management as well as strategic planning and management.
- xi. Must possess demonstrable ability to create networks with internal and external stakeholders.
- xii. Must possess demonstrable track record of community service
- xiii. Must have demonstrable functional ICT literacy.
- xiv. Must be an active member of a professional body.

1.4 PERSONAL ATTRIBUTES

- i. People management skills
- ii. Interpersonal relationship skills
- iii. Visionary and creative thinker
- iv. Self-motivation
- v. Open minded
- vi. Ability to work under pressure

- vii. Confident
- viii. Team builder
- ix. Assertiveness
- x. Demonstrable business acumen
- xi. Change management skills

1.5 TENURE

The Vice Chancellor is appointed for an initial term of five (5) years, renewable for a similar period depending on performance.

1.6 REMUNERATION

The University Council offers a competitive remuneration package to the individual appointed to this position.

2.0 POSITION OF DEPUTY VICE CHANCELLOR - RESEARCH AND INNOVATION

2.1 Job Purpose: The Deputy Vice Chancellor-Research and Innovation provides leadership and strategic direction and oversees the development and implementation of the University's strategic goals in the areas of research, innovation, consultancy, grants and partnerships in line with the Higher Education Act No. 4 of 2013, (hereafter called the Act), and the Higher Education (Amendment) Act No.23 of 2021.

2.2 Key Responsibilities

a) Leadership and Governance

- i. Provides leadership for research, innovation and consultancy
- ii. Ensures that all University activities and operations on research, innovation and consultancy are carried out in compliance with the University governance requirements, and any regulations, rules, laws, codes and standards.
- iii. Facilitates determination and implementation of the University Research and Consultancy activities.
- iv. Leads the linkage of the University Research and Innovation Agenda to the National, Regional and Global research and innovation frameworks.
- v. Inculcates active research and innovative culture in the University
- vi. Ensures regular reporting of research, innovation, and consultancy activities to the Vice Chancellor.
- vii. Contributes to public service and intellectual life.

b) Strategy and Management

- i. Develops and implements the University Research, Innovation and consultancy strategy.
- ii. Fosters linkages with stakeholders such as government, industry and communities.
- iii. Ensures an effective performance management system for research, innovation and consultancy.
- iv. Builds strong management and leadership teams for research, innovation and consultancy.

c) Research, Innovation and Consultancy

- i. Provides an effective environment that promotes productivity in research, innovation and consultancy.
- ii. Contributes to the University's aspiration to be a leading research, innovation and consultancy institution.
- iii. Identifies and negotiates research, innovation, and consultancy collaborative agreements on behalf of the University.
- iv. Leads the sourcing of consultancy opportunities.
- v. Administers and manages research grants and contracts.
- vi. Ensures quality research output and publication in high-impact journals.

- vii. Ensures patenting of Intellectual Property and commercialization of University research outputs.
- viii. Develops Innovation Hubs and Industrial Parks in the University
- ix. Ensures high research standards by adhering to ethics and reporting standards of all funders.
- x. Facilitates the establishment of research infrastructure
- xi. Collaborates with national, regional and international Research Institutions.

d) Financial Resources Mobilisation and Management

- i. Leads mobilisation of financial resources, including grants for research, innovation, and consultancy activities.
- ii. Leads generation of financial resources through research, innovation and consultancies in order to contribute to the financial sustainability of the University.
- iii. Ensures prudent management of financial resources in accordance with University's financial regulations.

e) Human Capital Development and Management

- i. Ensures that the University has appropriate capacity and competences in research, innovation and consultancy
- ii. Establishes an environment that promotes a culture of high performance, staff discipline, and motivation.

2.3 Qualifications and Competences

- i. Must be at least at the level of Associate Professor
- ii. Must possess a Grade 12 School Certificate or its equivalent
- iii. Must possess a Bachelor's degree in any relevant field from a reputable University
- iv. Must possess a Master's degree in any relevant field from a reputable University
- v. Must possess an earned PhD from a reputable university or its comparable equivalent for medical practitioners.
- vi. Must possess a minimum of eight (8) years of post-qualifying relevant academic experience.
- vii. Must possess a minimum of three (3) years experience at senior management level at a minimum of Dean of School/Faculty or Director in a University or similar institution.
- viii. Accomplished record of scholarly work and research with a minimum h-index of 8.
- ix. Must demonstrate ability to source funds and show proof of revenue generation.
- x. Must be an active member of a professional body.

2.4 PERSONAL ATTRIBUTES

- i. People management skills
- ii. Interpersonal relationship skills
- iii. Visionary and creative thinker
- iv. Self-motivation
- v. Open minded
- vi. Ability to work under pressure
- vii. Confident
- viii. Team builder
- ix. Assertiveness
- x. Demonstrable business acumen
- xi. Change management skills

2.5 TENURE

The Deputy Vice-Chancellor-Research and Innovation is appointed for an initial term of four (4) years, renewable for a similar period depending on performance.

2.6 REMUNERATION

The University Council offers a competitive remuneration package to the individual appointed to this position.

HOW TO APPLY

Candidates meeting the stated requirements must forward their application letters with the following:

- i. A Curriculum Vitae (CV) and certified copies of academic and professional certificates focused on key responsibility areas, academic and professional qualifications, and personal attributes as outlined in the advertisement.
- ii. Three names and addresses of referees, two of whom must be professionally acquainted with the applicant.

Electronic applications must be emailed to searchcommittee@mu.ac.zm

Hard copy application letters must be sent to the undersigned not later than **19th January 2024**.

Chairperson - Search Committee
C/O Registrar
Mulungushi University
Great North Road Campus
P. O. Box 80415
KABWE