



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

**JOB OPPORTUNITY**

The Council of Mulungushi University is inviting qualified and sufficiently motivated individuals to apply for the following positions in the University: -

**1.0 PURCHASING & SUPPLIES MANAGER**

**Job Purpose:** To manage all the procurements of the University, including 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 Authority (PPA) Act No. 8 of 2020, read together with Public Procurement Regulation of 2022.

**Qualifications**

- i. Grade 12 School Certificate with at least five Credits that must include English Language and Mathematics
- ii. An earned Bachelor's degree in Purchasing & Supply from a recognized university
- iii. An earned Master's degree in Purchasing & Supply from a recognized university will be an added advantage
- iv. At least five years of post-qualification experience
- v. Effective oral and written communication skills
- vi. Functional computer literacy
- vii. Knowledge of Government procurement system
- viii. Good negotiation skills
- ix. Emotionally stable, sober and able to work under pressure
- x. Leadership skills
- xi. 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 licence

**2.0 CORPORATE AFFAIRS OFFICER**

**Job Purpose** To provide communication and public relations services for the University through effective implementation of the University's Communication and Marketing Strategy, management of the Institution's image and information dissemination in order to increase awareness of the Institution and its activities for increased stakeholder satisfaction/market share

**Job Requirements:**

- i. A Grade 12 School Certificate with a minimum of five "O" levels with Credit or better in English and Mathematics
- ii. A Bachelor's degree in Public Relations, Mass Communication, or Journalism
- iii. A Master's degree in Public Relations, Mass Communication, or Journalism will be an added advantage
- iv. At least four years post-qualification professional experience in public relations and communication management
- v. Excellent written and oral communication skills
- vi. Good verbal, written and interpersonal skills in the English language
- vii. Knowledge and proficiency in desktop publishing and multi-media production software packages
- viii. Knowledge and proficiency in website and digital marketing software

### **3.0 MANAGEMENT SECRETARY II (2 positions)**

#### **Job Purpose**

To provide high level secretarial and other related services to Senior Officers in order to enhance the efficiency and effectiveness of the office

#### **Job Requirements**

- i. A Grade 12 School Certificate with at least five Credits or better that must include English Language
- ii. A Certificate in Secretarial and Office Management with speeds of 100/120 wpm and 55/65 wpm in Shorthand and Typewriting, respectively
- iii. A Diploma in Secretarial and Office Management will be added advantage
- iv. Experience in office management skills
- v. High computer skills in Word, Excel and PowerPoint
- vi. At least two years practical work experience in a reputable organization at the level of Personal Assistant
- vii. A fully paid-up member of the Zambia Institute of Secretaries

### **4.0 SECRETARY I (2 positions)**

**Job Purpose:** To provide secretarial services to the Dean of School

#### **Job Requirements:**

- i. A Grade 12 School Certificate with five Credits or better that must include English Language
- ii. A Certificate in Secretarial and Office Management
- iii. Shorthand Speed of 80/90 WPM and 45/55WPM Typewriting
- iv. High computer skills in Word, Excel and PowerPoint
- v. At least two years work experience in a similar position
- vi. A fully paid-up member of the Zambia Institute of Secretaries

### **5.0 FEMALE STUDENT COUNSELLOR**

**Main duties:** To provide counselling to students experiencing various academic, career and health related concerns and to organize counselling clinics with view to sensitize students on a wide range of issues, psycho-social, academic, vocational and job placement, reproductive health and safer sex practices.

#### **Job Requirements:**

- i. A Grade 12 School Certificate with at least five credits which must include English Language
- ii. A minimum of a Bachelor's degree in Psychology, Social Work or Counselling
- iii. At least three years practical experience in counselling
- iv. Strong leadership skills in dealing with students

### **6.0 STUDIO TECHNICIAN**

**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) programmes.

#### **Job Requirements**

- i. A Grade 12 School Certificate with minimum of five "O" levels with Credit or better in English and Mathematics



- ii. A Diploma in Media Studies, Mass Communication or Media Production or Telecommunications
- iii. Possession of a Bachelor's degree will be an added advantage
- iv. At least two years post-qualification professional experience in the technical management of a television/radio/media production setup
- v. Good verbal, written and interpersonal skills in the English language
- vi. Knowledgeable in media production packages (video and audio editing suites, scheduler, desktop publishing and graphics suites)

#### **MODE OF APPLICATION**

Candidates meeting the stated requirements are required to submit their application letters, in **hard copy**, to which must be attached; An updated Curriculum Vitae. The Curriculum Vitae must provide full personal particulars including full name, date of birth, qualifications, employment history and experience, date of availability, mobile contact number, e-mail address, name and address of three traceable referees, two of whom should be professionally acquainted with the candidate and one character referee

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

Closing date for receipt of applications is 20<sup>th</sup> July, 2024.