



MULUNGUSHI UNIVERSITY
Pursuing the frontiers of knowledge
JOB OPPORTUNITY

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

1.0 RESIDENT ENGINEER (1 position)

Job Purpose: Responsible for all the maintenance works in the University, monitoring and supervision of contractors hired by the University and principal advisor to Management on infrastructure development and maintenance.

Job Requirements:

1. A Grade 12 School Certificate with at least five (05) credits or better that must include English Language and Mathematics
2. An earned Bachelor's degree in Civil Engineering from a reputable and accredited University
3. An earned Master's degree in Civil Engineering will be an added advantage
4. At least five (05) years practical experience in Civil Engineering with demonstrated capacity to supervise civil works
5. Functional Computer skills
6. Must be a fully paid up member of the Engineers Institute of Zambia (EIZ) and with a valid Practicing Licence

2.0 LECTURER IN PUBLIC ADMINISTRATION (1 position)

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

Job Requirements:

1. A Grade 12 School Certificate with at least five (05) credits or better that must include English Language and Mathematics
2. An earned Bachelor's degree in Public Administration with at least a Merit from a reputable and accredited University
3. An earned Master's degree in Public Administration from a reputable and accredited University
4. Possession of PhD in Public Administration or Human Resource Management will be an added advantage
5. Functional Computer skills
6. Proof of research and publications
7. Teaching experience at University level will also be an added advantage.

3.0 LECTURER IN SOCIAL WORK (1 Position)

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

Job Requirements:

1. A Grade 12 School Certificate with at least five credits or better that must include English Language
2. An earned Bachelors' degree in Social Work with at least a Merit from a reputable and accredited University
3. An earned Masters' degree in Social Work from a reputable and accredited University
4. Possession of a PhD in Social Work or related field will be an added advantage
5. Functional computer skills
6. Proof of research and publications
7. Teaching experience at University level will also be an added advantage
8. Development work/practice experience will also be an added advantage

4.0 LECTURER IN SOCIOLOGY (1 Position)

Job Purpose: To teach, conduct research and carry out academic related Responsibilities

Job Requirements:

1. A Grade 12 School Certificate with at least five credits or better that must include English Language
2. An earned Bachelors' degree in Sociology with at least a Merit from a reputable and accredited University
3. An earned Masters' degree in Sociology from a reputable and accredited University
4. Possession of a PhD in Sociology or related field will be an added advantage
5. Functional computer skills
6. Proof of research and publications
7. Teaching experience at University level will also be an added advantage
8. Development work/practice experience will also be an added advantage

5.0 ASSISTANT REGISTRAR (1 position)

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

Main duties:

- Performance management – coordinating staff performance target setting, performance appraisals and identifying training needs for staff
- Report and Minute Writing
- Resourcing, placement and orientation of new staff
- Management of staff contracts and separations
- Any other duties assigned by supervisor

Job Requirements:

1. A Grade 12 School Certificate with at least five (05) credits or better that must include English Language and Mathematics

2. An earned Bachelor's degree in either Human Resource Management or Public Administration from a reputable and accredited University
3. Possession of a Master's degree in either Human Resource Management or Public Administration will be an added advantage
4. A minimum of two years post qualifying experience
5. Wide experience in Performance Management and employment contract Management
6. Conversant with the Zambian labour laws
7. Good interpersonal and managerial skills
8. Leadership skills
9. Good analytical report writing and presentation skills
10. Functional computer skills
11. Innovative, team player with high level of energy drive and initiative
12. Emotionally stable
13. A fully paid up member of the Zambia Institute of Human Resource Management with a valid practicing licence

6.0 DRIVER (2 positions)

Job Purpose: To drive, maintain and secure safety of the vehicles for the mobility of goods, staff and students so as to enhance the overall achievement of the University objectives.

Job Requirements:

1. A Grade 12 School Certificate with at least a Credit in English Language
2. Valid Class C or CE Driver's Licence
3. At least two (02) years work experience as a driver
4. Must be of sober character
5. Must be able to work with minimum supervision
6. Must be ready to work at odd hours
7. Knowledge of basic mechanics and defensive driving will be an added advantage

MODE OF APPLICATION

Candidates meeting the stated requirements are required to submit their application letters, in **hard copy**, to which the following must be attached;

1. Certified copies of academic and professional qualifications
2. An updated Curriculum Vitae that 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

Applications must be addressed to:

The Registrar
Mulungushi University
P O Box 80415
KABWE

Closing date for receipt of applications is 15th January, 2024