



**THE COPPERBELT UNIVERSITY
OFFICE OF THE REGISTRAR**

EMPLOYMENT OPPORTUNITIY

(INTERNAL ADVERT)

The Copperbelt University is a Public University established through an Act of Parliament No. 19 of 1987. The University's core business is Teaching, Research, Innovation, Industrialisation and Community Engagement as a service to the nation. The University is an equal opportunity employer and hereby invites applications from suitably qualified and experienced serving members of staff to fill in the following position:

DIRECTOR – LUSAKA CAMPUS

(1 POSITION)

JOB PURPOSE

Reporting to the Vice-Chancellor, the job holder shall be responsible for providing overall leadership, direction, and strategic management in order to ensure that the Campus maintains the mission and vision of Copperbelt University.

PRINCIPAL ACCOUNTABILITIES

- Controls and coordinates all activities and operations of the Campus;
- Ensures the formulation and implementation of policies and guidelines governing the operations of the Campus;
- Provides overall Campus leadership and support on all academic, administrative and financial management by ensuring adherence to the academic calendar and deadlines for submission of all reports required by University Management;
- Develops and implements a strategy for the campus, including long-term planning and budgeting;
- Coordinates all academic, research and consultancy activities at the Campus;
- Ensures that infrastructure and all other facilities at the Campus are adequate and in proper working conditions;
- Upholds high standards of academic teaching and learning at the campus;
- Coordinates planning and implementation of the Campus budget, and ensures prudent utilisation of financial and physical resources;
- Ensures that the operations of the Campus are financially sustainable;

- Leads in the mobilisation of financial resources by ensuring the development and implementation of strategies or initiatives for generating and attracting revenue to ensure that the Campus is self-sustainable;
- Builds and maintains strong client relationships with the external funders, collaborators, cooperating partners and stakeholders;
- Supervises subordinate staff and ensures that performance appraisal is conducted for all staff at the Campus;
- Ensures adherence to national legislations and regulations governing Higher Education; and
- Performs any other duties to be assigned by the Supervisor.

REQUIRED COMPETENCIES AND BEHAVIORAL ATTRIBUTES

- Be able to demonstrate Academic and Professional Leadership
- Excellent interpersonal and communication skills.
- Excellent written and oral presentation skills.
- Takes responsibility for actions, projects and work in his/her jurisdiction.
- Ability and willingness to work as part of a team and contribute fully to the work of the Campus.
- Must have integrity.
- Time management and prioritization.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12 School Certificate or its equivalent with 5 'O' level credits or better including Mathematics and English;
- Bachelor's degree in a relevant field of specialisation;
- Master's degree in a relevant field of specialisation;
- PhD in a relevant field of specialisation;
- Minimum of eight (8) years relevant work experience as an academic practitioner and must be at the level of Senior Lecturer or above; and
- Must have proof of valid membership to a professional organisation or association.

REPORTING RELATIONSHIP:

- Immediate Supervisor: **Vice – Chancellor**

REMUNERATION:

Director of Lusaka Campus shall be eligible to receive a responsibility allowance at the rate of thirty percent (30%) of one's basic salary during their tenure of office.

TENURE

The appointment to the position of Director shall be for a duration of three (3) years but shall be eligible for re-appointment for a final term of three (3) years.

Interested applicants meeting the above specifications should submit a detailed Curriculum Vitae, certified copies of Academic and Professional Certificates; copies of proof of valid membership and three (3) names of referees, two (2) of whom must be Professionally acquainted with the applicant.

The applications in hard copies should be submitted to the undersigned **not** later than **14th November, 2025**.

**The Registrar
The Copperbelt University
Plot 4692, Jambo Drive, Riverside
P O Box 21692
KITWE**

****Please note that only short-listed candidates will be contacted****

Published: 6th November, 2025