



# **THE COPPERBELT UNIVERSITY**

## **OFFICE OF THE REGISTRAR**

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### **JOB OPPORTUNITIES**

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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 candidates for appointment to fill in the following support staff positions:

#### **1.0 FINANCE DEPARTMENT**

##### **1.1 JOB TITLE: ACCOUNTANT (x1)**

###### **Job Purpose**

To ensure the accurate recording, reporting, and management of the University's financial transactions in compliance with applicable financial regulations, policies, and accounting standards.

###### **Main Duties and Responsibilities:**

- Prepare Unit monthly, quarterly and annual management reports timely;
- Maintain general ledger accounts and ensure accuracy of financial records;
- Maintenance of Accounts payable and receivable Accounts;
- Perform bank and other ledger reconciliations;
- Ensure compliance with financial policies, IFRS/IPSAS, and relevant local and international regulations;
- Support budgeting, forecasting, and expenditure control processes;
- Prepare Budgets, Monitor and Report performance of all projects for the assigned Unit;
- Prepare, Monitor and Control School/Unit budget in consultation with the Head of the Unit;
- Coordinate and respond to internal and external audit queries;

- Ensure that the general accounting functions of the School/Unit are carried out;
- Provide financial advice to departments and management;
- Supervise Accounts Assistants and other junior staff;
- Perform any other duties as may be assigned by the Supervisor.

**Qualifications and Experience:**

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- Bachelor's Degree in Accounting or Finance;
- Full professional qualification (ZICA, ACCA, CIMA or equivalent);
- Minimum of Four (4) years relevant accounting experience;
- Experience in a university, public sector, or donor-funded environment is added advantage; and
- Must be fully paid up member of ZICA with minimum Graduate membership.

**Required Competencies and Behavioural Attributes:**

- Strong knowledge of accounting standards (IFRS / IPSAS);
- Financial reporting and analysis skills;
- High level of integrity and attention to detail;
- Strong analytical and problem-solving abilities;
- Proficiency in accounting systems and Microsoft Excel; and
- Good communication, interpersonal and leadership skills.

**Reporting Relationships:**

- Immediate Supervisor: **Senior Accountant**
- **Salary Scale: PSS04**

**1.2 JOB TITLE: ACCOUNTS ASSISTANT**

**(x4)**

**Job Purpose**

To support the Finance Department in maintaining accurate financial records, processing transactions, and ensuring compliance with university financial policies and procedures.

**Main Duties and Responsibilities:**

- Process invoices, receipts, and payment vouchers in line with university procedures;
- Maintain accurate accounting records and filing systems;
- Assist in bank reconciliations and ledger management;
- Support preparation of financial reports and statements;

- Assist in maintaining accounts receivable and payable accounts;
- Verify supporting documents for financial transactions;
- Assist in budget monitoring and expenditure tracking;
- Support audit processes by preparing required documentation;
- Ensure compliance with financial regulations, policies, and donor requirements; and
- Perform any other duties as assigned by the supervisor.

**Qualifications and Experience:**

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- Diploma in Accountancy or related professional qualification (e.g., ACCA, CIMA, ZICA);
- Degree in Accountancy or related professional qualification (e.g., ACCA, CIMA, ZICA) is added advantage;
- At least Two (2) years' relevant experience in accounting or finance; and
- Must be fully paid up member of ZICA.

**Required Competencies and Behavioural Attributes:**

- Strong knowledge of basic accounting principles;
- Attention to detail and high level of accuracy;
- Good analytical and reconciliation skills;
- Proficiency in accounting software and Microsoft Excel;
- Integrity and ability to handle confidential information; and
- Good communication and teamwork skills.

**Reporting Relationships:**

- Immediate Supervisor: **Assistant Accountant / Accountant**
- **Salary Scale: PSS06**

**1.3 JOB TITLE: INSURANCE OFFICER (Re-advertised) (x1)**

**Job Purpose**

To manage and administer the University's insurance portfolio to ensure adequate risk coverage and protection against potential losses. In addition, the role involves the administering of pension schemes to ensure accurate processing of benefits, compliance with pension regulations, and effective service delivery to the institution and members.

**Main Duties and Accountabilities**

- Arranges appropriate insurance for the University and provide advice on insurance matters;

- Discusses insurance service requirements taking into account any changes that have happened over the previous years or are about to happen within the Institution;
- Assess risk exposure and recommend suitable insurance coverage;
- Negotiates annually the insurance renewal, with the assistance of the University's Insurance Partners;
- Manages the recording and processing of all claims made against the University either by third parties or by the University where damage has occurred to any of its insured properties;
- Reviews settled insurance claims to determine that payments and settlements have been made in accordance with Institution practices and procedures;
- Reports overpayments, underpayments, and other irregularities;
- Maintain accurate insurance records and policy documentation;
- Prepare pension reports, statements, and regulatory submissions;
- Liaise with fund managers, actuaries, trustees, and regulatory authorities;
- Monitor contribution remittances and reconcile pension accounts;
- Assist in pension scheme reviews and policy updates;
- Provides reports to appropriate officers and management insurance and Pension matters;
- Prepare any Adhoc reports as requested by the Dean/Director/Head of Unit or Management Accountant; and
- Performs any other duties as may be assigned by the Supervisor.

**Qualifications and Experience:**

- Grade 12 or Form V Certificate (or its equivalent) with 5 "0" levels Credit or better including English and Mathematics;
- A Bachelor's Degree in Pension and Insurance, Bachelor of Science in Insurance Studies, Bachelor's Degree in Actuarial Science or Bachelor's Degree in Risk Management.
- Three (3) years of practical working experience in insurance management; and
- Fully registered and paid up member of the Chartered Institute of Insurance or relevant association.

### **Required Competencies and Behavioural Attributes:**

- Possess diplomacy and mature disposition to negotiate the best insurance coverage for the University;
- Be able to demonstrate knowledge of Insurance Management processes or procedures;
- Excellent interpersonal and communication skills;
- Excellent written and oral presentation skills;
- Takes responsibility for actions, projects and work under own direction;
- Ability and willingness to work as part of a team and contribute fully to the work of the Department; and
- Computer Literacy and Analytical Skills.

### **Reporting Relationships:**

- Immediate Supervisor: **Management Accountant**
- Salary Scale: **PSS04**

## **2.0 AUDIT DEPARTMENT**

### **2.1 JOB TITLE: SENIOR INTERNAL AUDITOR (x1)**

#### **Job Purpose**

To plan, execute and oversee internal audits across the University, assessing controls, risk management processes and governance practices, while ensuring all audit assignments adhere to internal audit methodology and reflect industry-wide best practices.

#### **Main Duties and Responsibilities:**

- Plan, execute and manage audit engagements across the University, including developing audit programs, performing testing, evaluating results and documenting findings in line with professional and University standards;
- Identify and assess financial, operational, compliance and IT-related risks, providing practical and cost-effective recommendations to improve governance and controls;
- Perform quality assurance reviews of audit engagements, including issue validation, retrospective, horizontal, targeted and team-based reviews, ensuring compliance with relevant local and international regulations;
- Provide guidance, training and support to audit teams and stakeholders, reinforcing methodology, professional standards and best practices;
- Apply internal control concepts and evaluate exposures, ensuring controls operate effectively across University processes;

- Monitor audit execution and remediation progress, review draft reports and collaborate with teams and stakeholders to finalize recommendations;
- Maintain knowledge of the University's business processes, policies, procedures, governance practices and regulatory obligations to inform audits and recommendations;
- Develop, update and maintain internal audit policies, procedures and methodology frameworks, supporting continuous improvement in audit quality and processes;
- Report financial irregularities and critical audit issues promptly to facilitate timely remedial action;
- Support ad hoc projects and Departmental strategic initiatives; and
- Perform any other duties as may be assigned by the Supervisor.

#### **Qualifications and Experience:**

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- Bachelor's Degree in Accounting/Finance and /or professional accounting qualifications (ZICA, ACCA, CIMA);
- Master's Degree in Accounting, Finance or Full Professional Accounting qualifications (ZICA, ACCA, CIMA) is added advantage;
- Minimum of four (4) years' relevant work experience in Internal Audit, External Audit, or Accounting, of which at least two (2) years must have been served in a supervisory role; and
- Fully registered and paid-up member of the Zambia Institute of Chartered Accountants (ZICA), with a minimum of Associate Membership.

#### **Required Competencies and Behavioural Attributes:**

- Ability to assess complex processes, identify risks and propose practical, cost-effective solutions;
- Ensure accuracy, completeness and quality in audit testing, documentation and reporting;
- Demonstrates ethical behavior, confidentiality and adherence to professional standards;
- Clearly articulate audit findings and recommendations both verbally and in writing to diverse stakeholders;
- Work effectively with audit teams and other stakeholders, providing guidance, training and support;
- Demonstrates initiative in improving audit methodologies, tools and quality assurance processes;
- Proficiency in Data Analytics;
- Experience in Enterprise Resource Planning Systems Audits; and

- Ability to conduct investigations or forensic audits as directed by the Chief Internal Auditor in response to emerging risks or reported irregularities;

**Reporting Relationships:**

- Immediate Supervisor: **Chief Internal Auditor**
- **Salary Scale: PSS02**

**2.2 JOB TITLE: ASSISTANT INTERNAL AUDITOR – ICT (x1)**

**Job Purpose**

To assist in conducting audit programs in all auditable areas of ICT at the university:

**Main Duties and Accountabilities:**

- Undertakes planned audits of ICT networks to check and verify the effectiveness of security measures;
- Undertakes investigative audits in any part of the ICT systems suspected to be vulnerable to risks as assigned by superior;
- Evaluates key internal controls to ascertain their effectiveness and reliability in safeguarding university assets;
- Gathers and provides necessary data to supervisor for use in audit planning;
- Ensures that all audit work undertaken is adequately documented as a point of reference;
- Communicates audit progress to superior and keeps him abreast on all findings; and
- Performs any other duties as may be assigned by the Supervisor.

**Qualifications and Experience:**

- Grade 12 or Form V Certificate (or its equivalent) with 5 “0” levels including English and Mathematics;
- A Bachelor’s Degree in Computer Science, IT, Information Systems or Computer Engineering;
- Three (3) years relevant post-qualification experience with bias in any of the fields IT Audit, IT Risk Management and Compliance, ICT Security, Database system administration, Network Administration and Infrastructure Management;
- Fully registered and paid-up member of Information and Communication Technology Association of Zambia (ICTAZ).

**Required Competencies and Behavioral Attributes:**

- Proficiency in IT general and application controls (access, change management, backup, business continuity);

- Experience in Information security;
- Experience in Networking (TCP/IP, routing, switching, firewalls);
- Experience in Operating systems (Windows Server, Linux);
- Proficiency in Databases (security, SQL queries);
- Experience with IT frameworks such as COBIT, ITIL);
- Data analytics;
- Self-motivated individual with excellent analytical skills;
- Excellent communication and report writing skills;
- Demonstrate strong leadership and problem solving skills;
- A team player with ability to work in multi-disciplinary teams; and
- Ability to conduct robust Risk assessment and Control evaluation.

**Reporting Relationships:**

- Immediate Supervisor: **Chief Internal Auditor**
- **Salary Scale: PSS05**

**3.0 DIRECTORATE OF PROJECTS, PROPERTY AND SERVICES**

**3.1 JOB TITLE: ARCHITECT (x1)**

**Job Purpose**

To plan, develop and implement building designs, compile feasibility reports, determine environmental impact, create project proposals, estimate costs, determine timelines and oversee construction processes.

**Main Duties and Responsibilities:**

- Manages projects design from concept development through to completion and ensures high quality, innovative and functional design;
- Adjusts designs and plans to meet the client's needs and compiles project specifications;
- Prepares detailed drawings showing both the appearance and interior structure of a building project;
- Develops and presents project proposals for consideration;
- Develops architecture in line with the client's needs, building's usage and environmental impact;
- Develops initial estimates on structure costs, building time and special requirements;
- Conducts research and compiles reports on feasibility and environmental impact;
- Complies with safety standards and local planning regulations;
- Prepares drawings, blueprints, specifications, and construction documents;

- Makes site visits to check on project status and reports on projects and to ensure that work is being done according to architectural plans; and
- Performs any other duties as may be assigned by the Supervisor.

**Qualifications and Experience:**

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- Bachelor's Degree in Architecture;
- Master's degree in Architecture is added advantage;
- A minimum of three (3) years relevant post-qualification work experience;
- A demonstrable portfolio of architectural work; and
- Full registration and current membership with a relevant professional body or association.

**Required Competencies and Behavioral Attributes:**

- Ability to develop innovative and functional building designs;
- Ability to plan, coordinate, and deliver projects on time and within budget;
- Ability to assess feasibility, environmental impact and design solutions;
- Ability to effectively present ideas, reports, and project proposals;
- Ensures accuracy, quality and compliance with standards and regulations; and
- Demonstrates ethical conduct, accountability and commitment to professional standards.

**Reporting Relationship:**

- Immediate Supervisor: **Director – Directorate of Projects, Property and Services**
- **Salary Scale: PSS 04**

**3.2 JOB TITLE: ASSISTANT MAINTENANCE OFFICER (x1)  
(Re-advertised)**

**Job Purpose:**

To manage maintenance and repairs service, grounds maintenance, annual service programmes and delivering all services within budget efficiently and effectively. To establish and maintain appropriate policies and procedures, ensure compliance with statutory and regulatory requirements and be in accordance with the university policies and procedures.

### **Main Duties and Responsibilities:**

- Ensure that the University's response maintenance service is delivered in an efficient and cost-effective manner in accordance with the standards of the University;
- Carry out both pre and post inspections of maintenance & repair works;
- Carry out inspections of all new property acquisitions, compiles reports, issues work orders and organises all such works as necessary to bring the property up to lettable standards;
- Monitor all work orders issued, ensuring compliance with completion times, standards of workmanship and satisfaction;
- Liaises with consultants, contractors, property staff and others as required to ensure adequate monitoring of service delivery;
- Provide grounds maintenance service throughout the Associations estates;
- Monitor standards and performance of the University's grounds maintenance programmes;
- Prepares a property database listing for all of the university landscaping areas; and
- Performs any other duties as may be assigned by the Supervisor.

### **Qualifications and Experience:**

- Grade 12 Certificate with a minimum of 5 '0' levels with Credit or better including English and Mathematics;
- Diploma in Civil/Mechanical / or Structuring Engineering, Building Construction and any technical related field;
- Minimum of Five three (03) years of related working experience and some supervisory experience; or equivalent training and experience in Civil Engineering works in the engineering department of any reputable organization(s); and
- Fully registered and paid-up member of a relevant professional body or Association.

### **Required Competencies and Behavioural Attributes:**

- Must have good knowledge of oral and written English;
- Ability to define problems, establish facts, and draw valid conclusions to more complex tasks in the construction of infrastructure;
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables;

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations;
- Ability to apply mathematical operations to such engineering tasks as structure, stress, load weights and other engineering factors; and
- Must be responsible, mature, reliable and have a high level of confidentiality.

**Reporting Relationships:**

- Immediate Supervisor: **Maintenance Officer**
- **Salary Scale: PSS 05**

**3.3 JOB TITLE: CARPENTER (Re-advertised) (x1)**

**Job Purpose:**

To work with wood to build and repair structures and other items including calculating quotes and creating design plans for remodelling projects.

**Main Duties and Responsibilities:**

- Installs wooden structures such as roofing frames, rafters, partitions, joists and stud work;
- Installs cabinets, shelving, fitted furniture, drywall and insulation;
- Adds fixtures and fittings such as door handles, locks, hinges and closures;
- Selects lumber by size and strength to suit each job, sourcing wood to suit the departmental budget and style;
- Monitors the number of fasteners and materials required for each job;
- Liaises with supervisor and user departments and other construction professionals; and
- Performs any other duties as may be assigned by the Supervisor.

**Qualifications and Experience**

- Grade 12 full School Certificate with 5 "O" level passes with Credit or better in English;
- A Craft Certificate in Carpentry and Joinery or any other related field; and
- Not less than one (1) year of practical experience

**Required Competencies and Behavioural Attributes**

- Good interpersonal skills to effectively interact with technical staff and carry out tasks;
- Ability to operate civil engineering equipment;

## **Reporting Relationships**

- Immediate Supervisor: **Building Foreman**
- **Salary Scale: PSS09**

### **1.4 JOB TITLE: BRICKLAYER (Re-advertised) (x2)**

#### **Job Purpose:**

To lay bricks, pre-cut stone and concrete blocks in mortar to construct, extend and repair University buildings, and other structures such as foundations, walls or decorative masonry work.

#### **Main Duties and Responsibilities:**

- Reads and translates the building plan measurements into the groundwork;
- Measures out build areas and set out the first rows of bricks and damp course;
- Constructs, repairs and maintains building blocks;
- Seals foundations with damp-resistant materials;
- Uses spirit levels and plumb lines to check building alignment using hand tools or power tools and brick-cutting machines;
- Accounts for materials used in construction;
- Accounts for building tools under custody;
- Liaises with supervisor and user departments and other construction professionals; and
- Performs any other duties as may be assigned by the Supervisor.

#### **Qualifications and Experience**

- Full Grade 12 full certificate with 5 "O" level passes with Credit or better in English.
- A Craft Certificate in Bricklaying or Construction.
- Not less than one (1) year of practical experience.

#### **Required Competencies and Behavioural Attributes**

- Good interpersonal skills to effectively interact with technical staff and carry out tasks.
- Ability to operate civil engineering equipment.

### **Reporting Relationships**

- Immediate Supervisor: **Building Foreman**
- **Salary Scale: PSS12**

## **4.0 DEAN OF STUDENTS**

### **JOB TITLE: STUDENT COUNSELLOR**

**(x2)**

#### **Job Purpose**

To provide effective counselling and support services to students in order to enhance their wellbeing.

#### **Main Duties and Responsibilities:**

- Participates in the counselling of students with psychosocial and academic problems in order to provide effective guidance on how to deal with the problems;
- Prepares, conducts and facilitates talks, tutorials and seminars on different aspects of the socio-cultural and academic life of students, including study skills, time management, examination preparations and rules and regulations;
- Interview students or clients and investigates the nature, extent and causes of the problem, taking into account social, economic environmental, medical, psychological and other potentially relevant factors;
- Investigates the personal and social backgrounds of students or clients suffering from mental disorders or psychological maladjustment to discover factors relevant to diagnosis and treatment;
- Provides guidance to students on the change of quota and appropriate course combinations in their programmes of study;
- Represents the unit on various academic boards of studies at the school level;
- Liaises with Deans and Directors of respective Schools and directorates regarding students whose performance is affected by the psychosocial problem to effect corrective measures;
- Liaises with families of students experiencing psychosocial and academic problems;
- Ensures that students admitted at respective health centres receive appropriate emotional and psychosocial support with a bias towards academics;
- Arranges and facilitates referral of students to other relevant sections or agencies involved with student welfare;
- Participates in the preparation of the sectional budget;

- Develops and submits quarterly reports to superiors for management action; and
- Performs any other duties as may be assigned by the Supervisor.

### **Qualifications and Experience:**

- Full Grade 12 or Form V Certificate (or its equivalent) with 5 'O' levels Credit or better including English and Mathematics;
- A Bachelor's Degree in Psychology, Counselling or Social Work;
- Minimum of three (3) years of working experience in counselling clients from a cross-section of society;
- Must be a member of a relevant professional body.

### **Required Competencies and Behavioral Attributes:**

- Ability to establish rapport, provide guidance and effectively support students facing psychosocial and academic challenges.
- Strong verbal and written communication skills with the ability to conduct seminars, prepare reports and engage effectively with students, families and stakeholders.
- Ability to understand, respect and respond sensitively to the diverse emotional, social and psychological needs of students.
- Capacity to assess complex student issues, identify root causes and recommend appropriate interventions and referrals.
- Commitment to maintaining confidentiality, professional integrity and adherence to ethical standards in counselling practice.
- Teamwork and Stakeholder Management – Ability to collaborate effectively with academic staff, health professionals, families, and external agencies to promote student welfare and success.

### **Reporting Relationship:**

- Immediate Supervisor: **Head – Career Guidance and Counseling**
- **Salary Scale: PSS 05**

## **5.0 REGISTRAR'S DEPARTMENT**

### **JOB TITLE: MANAGEMENT SECRETARY III**

**(X6)**

**5.1 Lusaka Campus (x1)**

**5.2 Riverside Campus - Kitwe (x5)**

#### **Job Purpose**

To provide executive support to the Head of Department in the day to day running of their respective offices.

#### **Main Duties and Responsibilities:**

- Responds to inquiries requiring interpretations of routine policies, rules and regulations; provides information on procedural matters to others; may coordinate and supervise activities of other employees in routine clerical operations;
- To maintain administrative, fiscal and academic records and to prepare reports and answer questions from such records;
- To establish and maintain effective working relationships with officials, employees, students and associates, and to effectively convey information;
- Interviews, screens, and refers clients and general callers, answers telephones and makes appointments for supervisors;
- Maintains an accurate and up to date filing system;
- Takes, transcribes, checks and proofreads complex and technical dictation - using shorthand - consisting of correspondence, memoranda, manuscripts, technical and administrative reports, and contracts and proposals;
- Composes routine letters, memorandums and various articles;
- Operates photocopy and fax machines, calculators, and other office machines;
- Maintaining petty cash float in respective schools/departments/units;
- Assists with the organisation of meetings, including venues availability and hospitality; and
- Performs any other secretarial duties related to work as required.

#### **Qualifications and Experience:**

- Grade 12 or Form V Certificate minimum of 5 'O' levels with Credit or better including English and Mathematics;
- Must have attained a Shorthand Speed of 100 words per minute or better and Typing Speed of 65 words per minute or better from Pittman's or Examinations Council of Zambia qualifications;
- A Diploma in Human Resource Management/Business/Public Relations will be added advantage; and

- Minimum of three (03) years working experience in office management.

### **Required Competencies and Behavioural Attributes:**

- Must have good knowledge of oral and written English;
- Knowledge of office practices, procedures, systems and equipment;
- Must be responsible, mature, reliable and have a high level of confidentiality;
- Must be flexible and able to make independent decisions;
- Wide experience in Office Practice and Office Management;
- Good interpersonal skills;
- Must be innovative and disciplined; and
- Must be computer literate and able to use computers efficiently for word processing, emails and bookkeeping using a spreadsheet program and to enter and maintain schedules and produce departmental reports.

### **Reporting Relationship**

- **Immediate Supervisor:** Head of Department/Unit
- **Salary Scale: PSS 06**

Interested applicants meeting the above specifications should submit a detailed Curriculum Vitae, Zambia Qualifications Authority (ZAQA) validated and certified copies of Academic and Professional Certificates; National Registration Card, 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 **Friday, 17<sup>th</sup> July, 2026**. **Soft copies MUST be submitted as a single file** to [jobs@cbu.ac.zm](mailto:jobs@cbu.ac.zm). Clearly state the job title being applied for in the application letter or subject line for email applications. Applicants are also advised to apply for only one position that best matches their skills and experience.

**The Registrar  
The Copperbelt University  
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P O Box 21692  
KITWE**

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