



THE COPPERBELT UNIVERSITY OFFICE OF REGISTRAR

JOB OPPORTUNITIES

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 in the following Units:

1. JOB TITLE: REGISTRAR

JOB PURPOSE:

As Chief Administrator of the University who reports to the Vice-Chancellor, the Registrar is responsible for planning, organizing, implementation and directing the general administration of the University in line with the requirements of the **Higher Education Act No. 4 of 2013** read together with the amended **Higher Education Act No. 23 of 2021** and the **Policies, Strategies & Procedures** approved by the University Council.

PRINCIPAL ACCOUNTABILITIES:

The Registrar shall provide strategic leadership and be responsible for the following:

1. Strategic Institutional Leadership and Administration:

- i. Provide strategic leadership in the overall administration of the University and contribute to the formulation and implementation of institutional strategy;
- ii. Advise the Vice-Chancellor and University Council on governance, policy, administrative and statutory matters affecting the University;
- iii. Lead institutional transformation initiatives aimed at improving organisational effectiveness, service delivery and operational excellence; and
- iv. Ensure the effective coordination of administrative functions across all campuses and academic units.

2. Governance and Council Affairs:

- i. Serve as Secretary to the University Council and ensure the efficient planning, coordination and administration of their business;
- ii. Facilitate the implementation of decisions and resolutions of the University Council and Committees;
- iii. Ensure compliance with the University's Charter, Statutes, Policies, Procedures, Regulations and other applicable legal instruments; and
- iv. Promote best practices in corporate governance, institutional accountability and ethical leadership.

3. Human Resource Leadership and Organisational Development:

- i. Provide strategic leadership in human resource management, organisational development and institutional culture;
- ii. Oversee recruitment, appointments, promotions, staff development, succession planning, performance management and employee relations;
- iii. Promote employee engagement, diversity, equity and inclusion while fostering a high-performance culture;
- iv. Ensure compliance with labour legislation, employment policies, regulations, procedures and human resource best practices; and
- v. Provide leadership in Industrial Relations, Employee Relations and Welfare, safety and conducive working environment.

4. Legal, Regulatory and Policy Compliance:

- i. Ensure institutional compliance with the Higher Education Act No. 4 of 2013 read together with the amended Higher Education Act No. 23 of 2021, Employment Act and all other applicable legislation and regulatory requirements;
- ii. Coordinate the provision of legal services and advise Management on legal, governance and compliance matters;
- iii. Lead the development, review and implementation of University policies, statutes, regulations and administrative procedures; and
- iv. Serve as Custodian all University's assets, University seal, signed Memorandum of Understanding (MoU), official records, policies, statutes, regulations, procedures and governance documents.

5. Corporate Services, Infrastructure and Campus Operations:

- i. Provide strategic oversight of corporate services, including estates and facilities management, transport, security, health and safety, records management and general administration;

- ii. Ensure the planning, maintenance and optimal utilisation of University infrastructure and physical assets that they provide a safe, secure and conducive learning and working environment;
- iii. Promote environmental sustainability and business continuity planning across the University; and
- iv. Promote environment cleanliness of the University including lawns, pavements and roads.

6. Risk Management, Governance and Institutional Integrity:

- i. Promote sound governance, institutional accountability and effective risk management practices;
- ii. Ensure appropriate internal administrative controls are established and maintained;
- iii. Provide leadership in institutional ethics, integrity, conflict resolution and organisational compliance; and
- iv. Support institutional preparedness for audits, accreditation and quality assurance reviews.

7. Stakeholder Relations, Corporate Communication and Public Affairs:

- i. Strengthen relationships with Government Ministries, statutory bodies, cooperating partners, alumni, industry and other strategic stakeholders;
- ii. Oversee institutional communication systems to ensure timely, accurate and effective dissemination of information; and
- iii. Promote the University's corporate image and reputation through effective stakeholder engagement and public relations.

8. Financial and Resource Management:

- i. Oversee the preparation, implementation and monitoring of departmental budgets in accordance with approved financial policies and procedures;
- ii. Ensure prudent utilisation of institutional resources while promoting value for money and operational efficiency; and
- iii. Support institutional resource mobilisation initiatives through strategic partnerships and collaborative programmes.

9. Performance Management and Institutional Effectiveness:

- i. Develop and monitor key institutional performance indicators within the University;
- ii. Prepare and present quarterly and annual operational performance reports to Management and the University Council;

- iii. Promote continuous improvement, innovation and digital transformation within administrative systems and services; and
- iv. Ensure effective supervision, coaching and performance evaluation of staff under the Registrar's portfolio.

QUALIFICATIONS AND EXPERIENCE

Applicants must possess:

- i. A Grade Twelve (12) School Certificate or equivalent with five (5) credit passes, including English Language;
- ii. A Bachelor's Degree in Public Administration, Human Resource Management, Education, Law, Business Administration, Social Sciences or a related field from a recognised university;
- iii. A Master's Degree in Public Administration, Educational Administration, Human Resource Management, Business Administration, Law or another relevant discipline;
- iv. A Doctor of Philosophy (PhD) in a relevant field will be an added advantage;
- v. A minimum of **ten (10) years' post-qualification experience**, of which at least **five (5) years must have been at senior executive or senior management level** within a university, public institution or large corporate organisation;
- vi. Demonstrated experience in university governance, academic administration, corporate administration, human resource management and institutional policy development; and
- vii. Membership in good standing with a relevant professional body.

COMPETENCIES AND PERSONAL ATTRIBUTES

The ideal candidate should demonstrate:

- i. Visionary and strategic leadership;
- ii. Extensive knowledge of higher education governance and administration;
- iii. Sound understanding of the Higher Education Act No. 4 of 2013 read together with the amended Higher Education Act No. 23 of 2021 and related legislation;
- iv. Excellent knowledge of corporate governance, institutional policy and regulatory compliance;

- v. Outstanding organisational and project management skills;
- vi. Strong interpersonal, negotiation and stakeholder management abilities;
- vii. Excellent communication, report writing and presentation skills;
- viii. High levels of integrity, professionalism and ethical conduct;
- ix. Strong analytical, problem-solving and decision-making capabilities;
- x. Ability to lead organisational transformation and change management initiatives;
- xi. Demonstrated emotional intelligence, resilience and sound judgement;
- xii. High proficiency in digital administration systems and modern management information systems; and
- xiii. Adaptability and innovation in responding to emerging trends and institutional challenges

TERMS OF APPOINTMENT

The position offers an attractive and competitive remuneration package commensurate with the successful candidate's qualifications, experience and demonstrated competencies. The appointment shall be on a **three (3)-year performance-based contract**, renewable subject to satisfactory performance and the University's operational requirements. The successful candidate will also enjoy comprehensive benefits package, including gratuity, medical insurance, leave entitlements and other terms and conditions of service applicable to Principal Officers of the University.

2. CHIEF FINANCIAL OFFICER

JOB PURPOSE:

The Chief Financial Officer (CFO) is a key Principal Officer responsible for directing the university's financial and accounting functions. Reporting to the Registrar, the CFO ensures financial sustainability, compliance, and optimal resource utilization. This role requires strategic leadership in financial planning, implementation, risk management, policy development, and regulatory adherence to support the university's mission and long-term goals.

KEY RESPONSIBILITIES:

1. Strategic Financial Leadership and Planning:

- i. Provide strategic financial advice and recommendations to the Vice-Chancellor and Executive Management and provide relevant financial information to the University Council to support informed decision-making and institutional sustainability;

- ii. Develop, implement and periodically review the University's financial strategy, long-term financial plans, annual budgets and rolling forecasts in alignment with the University's Strategic Plan;
- iii. Provide financial modelling and scenario analyses to support major institutional initiatives, capital projects, academic expansion and investment decisions;
- iv. Promote financial sustainability by identifying new revenue streams, improving financial performance and strengthening institutional resilience;
- v. Ensure compliance with International Financial Reporting Standards (IFRS), Generally Accepted Accounting Principles (GAAP), International Public Sector Accounting Standards (IPSAS) applicable legislation, taxation requirements, and the regulatory standards of the Zambia Institute of Chartered Accountants (ZICA) and other relevant statutory bodies; and
- vi. Continue with the implementation of the Sustainability Plan with Government and CBU.

2. Financial Reporting, Governance and Regulatory Compliance:

- i. Oversee the preparation and timely submission of accurate monthly, quarterly and annual financial statements and management reports;
- ii. Ensure compliance with statutory reporting obligations, donor requirements, taxation laws and other regulatory frameworks;
- iii. Provide high-quality financial information, analyses and performance reports to facilitate evidence-based decision-making by Management and the University Council; and
- iv. Promote transparency, accountability and good corporate governance through effective financial reporting practices.

3. Budgeting, Financial Planning and Cost Optimisation:

- i. Lead the University's annual budgeting process and medium-term expenditure planning in consultation with academic and administrative units;
- ii. Monitor budget implementation and financial performance against approved plans, recommending corrective measures where necessary;
- iii. Develop and implement cost optimisation strategies and procedures that enhance operational efficiency while safeguarding the quality of teaching, research and service delivery; and
- iv. Ensure effective allocation and utilisation of financial resources in line with institutional priorities.

4. Treasury, Cash Flow and Investment Management:

- i. Direct the University's treasury function, including cash flow forecasting, banking relationships, debt management, liquidity management and investment portfolio oversight;
- ii. Ensure adequate liquidity to support operational and strategic priorities while maximising returns on surplus funds within approved investment policies, regulations and procedures;
- iii. Manage financial transactions and working capital efficiently to maintain the University's financial stability;
- iv. Follow the Sustainability Plan with the Treasury to ensure that it succeeds; and
- v. Advise Management on financing options for capital development projects and strategic investments.

5. Internal Controls, Enterprise Risk Management and Financial Stewardship:

- i. Establish, maintain and continuously strengthen robust financial management systems, internal controls and governance frameworks;
- ii. Develop and oversee enterprise-wide financial risk management strategies that identify, assess and mitigate financial, operational and compliance risks;
- iii. Safeguard the University's financial assets and ensure prudent utilisation of institutional resources; and
- iv. Promote a strong culture of accountability, ethical conduct and sound financial stewardship across the University.

6. Audit, Assurance and Regulatory Liaison:

- i. Coordinate all internal and external audit activities and ensure timely implementation of audit recommendations;
- ii. Maintain productive relationships with auditors, regulatory authorities, government agencies, financial institutions, development partners and other external stakeholders;
- iii. Ensure continuous compliance with national and international financial regulations, accounting standards and governance requirements; and
- iv. Strengthen institutional accountability through effective audit follow-up and continuous process improvement.

7. Financial Policy Development and Business Process Improvement:

- i. Lead the formulation, review and implementation of financial policies, procedures and governance frameworks that support the University's strategic objectives;
- ii. Continuously review financial systems and business processes to improve operational effectiveness, service delivery and regulatory compliance;
- iii. Champion digital transformation initiatives within the Finance Directorate through the adoption of modern financial management systems and data analytics; and
- iv. Ensure policies remain responsive to changing economic, technological and regulatory environments.

8. Leadership, Human Capital Development and Stakeholder Management:

- i. Provide visionary leadership and strategic direction to the Finance and Stores Department, fostering a culture of professionalism, innovation, integrity and accountability;
- ii. Mentor, coach and develop finance staff through structured performance management, succession planning and continuous professional development programmes;
- iii. Promote teamwork, collaboration and service excellence across the Department, Executive Management and the University Community; and
- iv. Build and maintain effective working relationships with internal and external stakeholders, including government agencies, funding partners, financial institutions, donors and development partners.

9. Financial Performance Monitoring, Business Intelligence and Decision Support:

- i. Develop and monitor key financial performance indicators (KPIs), dashboards and management information systems to assess institutional financial performance;
- ii. Conduct financial analyses, forecasting and scenario planning to support strategic decision-making;
- iii. Prepare comprehensive financial performance reports and recommend strategies for improving operational efficiency, financial sustainability and institutional effectiveness; and
- iv. Drive a culture of performance management by ensuring financial accountability across all academic and administrative units.

10. Resource Mobilisation and Financial Sustainability:

- i. Support the University in identifying and developing sustainable revenue generation opportunities, strategic partnerships and innovative financing mechanisms;
- ii. Provide financial leadership in grant management, donor-funded projects, commercial ventures and income-generating initiatives;
- iii. Advise Management on strategies to diversify revenue sources, strengthen financial resilience and enhance the University's long-term sustainability; and
- iv. Revive and maintain a reserve account for the University.

QUALIFICATIONS & EXPERIENCE:

- i. A Grade Twelve (12) School Certificate or equivalent with five (5) credit passes, including English Language;
- ii. Bachelor's Degree in Accounting or Finance;
- iii. Full Professional qualification (ZICA, ACCA, CIMA or equivalent); or Master's Degree in Finance, Accounting or Business Administration;
- iv. A minimum of **ten (10) years' progressive post-qualification experience** in financial management, of which **at least five (5) years must have been at Senior Management level** in a university, public institution, multinational organisation, or large corporate entity. Strong knowledge of financial principles, regulatory frameworks, and best practices;
- v. Membership in good standing with Zambia Institute of Chartered Accountants (ZICA) with minimum Associate membership;
- vi. Demonstrated experience in strategic financial planning, budgeting, investment management, financial reporting and organisational transformation;
- vii. Proven experience managing large institutional budgets and complex financial operations;
- viii. Sound knowledge of International Financial Reporting Standards (IFRS), International Public Sector Accounting Standards (IPSAS), public finance management, taxation, corporate governance and risk management and; and
- ix. Experience in higher education sector will be an added advantage.

COMPETENCIES & SKILLS:

- i. Exceptional strategic leadership and business acumen;
- ii. High levels of integrity, professionalism and ethical conduct;
- iii. Outstanding analytical, financial and problem-solving skills;
- iv. Excellent communication, negotiation and interpersonal skills;
- v. Strong decision-making and organisational abilities;
- vi. Proven ability to influence institutional strategy;
- vii. Excellent stakeholder engagement and relationship management skills;
- viii. Excellent knowledge in accounting software packages and Microsoft office;
- ix. Strong people leadership, coaching and succession planning capabilities;

- x. Ability to drive innovation, digital transformation and continuous improvement;
- xi. High emotional intelligence and resilience;
- xii. Commitment to accountability, transparency and service excellence; and
- xiii. Ability to respond to changing financial landscapes and apply creative solutions to strengthen sustainability.

TERMS OF APPOINTMENT

The position offers an attractive and competitive remuneration package commensurate with the successful candidate's qualifications, experience and demonstrated competencies. The appointment shall be on a **three (3)-year performance-based contract**, renewable subject to satisfactory performance and the University's operational requirements. The successful candidate will also enjoy a comprehensive benefits package, including gratuity, medical insurance, leave entitlements and other terms and conditions of service applicable to Principal Officers of the University.

3. CHIEF LIBRARIAN

The University invites applications from suitably qualified, experienced, innovative and visionary individuals for the position of Chief Librarian.

The Chief Librarian is a Principal Officer of the University appointed by the University Council in accordance with the **Higher Education Act No. 4 of 2013** as amended by the **Higher Education (Amendment) Act No. 23 of 2021**. The position reports to the Vice-Chancellor and is responsible for the strategic development, control, management and coordination of the University's library and information services in support of the University's mandate of teaching, learning, research, innovation, industrialisation and community engagement.

JOB PURPOSE:

To provide strategic leadership, policy direction and overall management of the University Library System by developing and implementing innovative, technology-driven and user-centred library and information services that support academic excellence, research productivity, knowledge creation, innovation and institutional effectiveness. The Chief Librarian shall ensure that the University's library services remain responsive to emerging trends in higher education, digital scholarship, research support and global best practices in academic librarianship.

KEY RESPONSIBILITIES:

1. Strategic Leadership and Governance:

- i. Provide strategic leadership and direction for the effective management and continuous transformation of the University Library System in alignment with the University's Strategic Plan;
- ii. Develop and implement policies, procedures, strategies and institutional frameworks that support teaching, learning, research, innovation, industrialisation and community engagement; and
- iii. Advise the Vice-Chancellor, Management and Senate on matters relating to library and information services, knowledge management and scholarly communication.

2. Future-Ready Library Leadership and Emerging Trends:

- i. Provide visionary leadership in positioning the University Library as a centre of excellence through the adoption of emerging global trends and best practices in academic librarianship;
- ii. Proactively identify, assess and implement innovative technologies, digital solutions and transformative library models that enhance access to knowledge and improve user experience;
- iii. Champion initiatives in Artificial Intelligence (AI), data analytics, digital scholarship, research intelligence, open science, cloud-based library services and other emerging technologies relevant to higher education; and
- iv. Foster a culture of continuous innovation, agility and responsiveness to the evolving information needs of the University community.

3. Library and Knowledge Resource Management:

- i. Provide strategic oversight over the acquisition, development, preservation, accessibility and dissemination of print, electronic and digital information resources;
- ii. Ensure the development of sustainable collections that support academic programmes, research priorities and institutional growth; and
- iii. Promote effective knowledge management systems that facilitate institutional learning and organisational memory.

4. Research Support and Scholarly Communication:

- i. Lead the development of comprehensive research support services that enhance research productivity, visibility and impact;

- ii. Promote open access publishing, institutional repositories, research data management and bibliometric services; and
- iii. Strengthen research partnerships and facilitate access to global scholarly resources and knowledge networks.

5. Digital Transformation and Smart Library Services:

- i. Drive the digital transformation agenda of the University Library through the implementation of integrated library management systems and smart technologies;
- ii. Promote the development of digital learning spaces, virtual library services, mobile library platforms and innovative user-centred services;
- iii. Ensure the security, integrity and sustainability of digital information assets and library systems; and
- iv. Promote digital literacy and innovative learning environments across the University.

6. Policy Development, Quality Assurance and Compliance:

- i. Develop and review policies, standards and operational frameworks that promote excellence in library services;
- ii. Establish quality assurance systems, performance indicators and benchmarking mechanisms in line with national and international standards; and
- iii. Ensure compliance with the Higher Education Act, University Statutes and other applicable legal and regulatory requirements.

7. Financial and Resource Management:

- i. Provide strategic leadership in budgeting, financial planning and prudent utilisation of library resources;
- ii. Mobilise financial and technical resources through grants, partnerships and collaborative initiatives; and
- iii. Ensure efficient management of infrastructure, collections, technologies and provision of conducive studying and research environment.

8. Human Capital Development:

- i. Lead the recruitment, development, performance management and succession planning of library personnel;
- ii. Promote a high-performance culture characterised by professionalism, innovation, collaboration and continuous learning; and

- iii. Build institutional capacity to respond effectively to emerging trends in academic librarianship.

9. Strategic Partnerships and Stakeholder Engagement:

- i. Develop and sustain strategic partnerships with universities, research institutions, libraries, government agencies, industry and international organisations;
- ii. Represent the University in national, regional and international professional forums; and
- iii. Strengthen collaborative networks that enhance resource sharing, research support and institutional visibility.

10. Corporate Governance, Risk Management and Reporting:

- i. Establish effective governance, risk management and internal control systems for the University Library;
- ii. Prepare and present statutory, strategic and performance reports to the Vice-Chancellor, Senate, Council and other relevant stakeholders; and
- iii. Monitor key performance indicators and implement continuous improvement strategies to ensure the Library remains globally competitive and responsive to the changing higher education landscape.

QUALIFICATIONS & EXPERIENCE:

- i. A Grade Twelve (12) School Certificate or its equivalent with a minimum of five (5) credits, including English Language;
- ii. A Bachelor's Degree in Library and Information Science or its equivalent from a recognised institution;
- iii. A Master's Degree in Library and Information Science, Information Science, Information Management, Knowledge Management or a related field from a recognised institution;
- iv. A Doctor of Philosophy (PhD) in Library and Information Science, Information Science, Information Management, Knowledge Management or a related discipline will be an added advantage;
- v. A minimum of **ten (10) years** of relevant post-qualification experience in an academic or research library, at least **five (5) years** of which must be at senior management level;
- vi. Demonstrable experience in strategic planning, institutional leadership, digital transformation, policy development and management of modern academic library systems;
- vii. Proven experience in research support services, institutional repositories, electronic information resources and digital scholarship;

- viii. A demonstrable record of scholarly publications, research and professional contributions; and
- ix. Membership of the Library and Information Association of Zambia (LIAZ) with a valid practicing license.

COMPETENCES AND SKILLS:

- i. Demonstrated strategic, visionary and transformational leadership with the ability to drive institutional change and continuous improvement;
- ii. Excellent strategic planning, policy formulation, implementation, monitoring and evaluation skills;
- iii. Proven ability to provide leadership in the development and transformation of modern academic library and information services;
- iv. Strong understanding of emerging trends and technologies in academic librarianship, including Artificial Intelligence (AI), digital scholarship, research data management, open science, institutional repositories, bibliometrics and integrated library management systems;
- v. Demonstrated ability to anticipate, evaluate and respond proactively to emerging developments in higher education, research and information management;
- vi. Excellent financial planning, budgeting, resource mobilisation and prudent resource management skills;
- vii. Demonstrated capacity to lead organisational change, innovation and digital transformation initiatives;
- viii. High level of integrity, professionalism, accountability and ethical conduct;
- ix. High level of ICT proficiency and the ability to leverage technology to enhance service delivery and institutional effectiveness;
- x. Demonstrated commitment to customer-focused service delivery, continuous learning, innovation and excellence.

TERMS OF APPOINTMENT

The position offers an attractive and competitive remuneration package commensurate with the successful candidate's qualifications, experience and demonstrated competencies. The appointment shall be on a **three (3)-year performance-based contract**, renewable subject to satisfactory performance and the University's operational requirements. The successful candidate will also enjoy a comprehensive benefits package, including gratuity, medical insurance, leave entitlements and other terms and conditions of service applicable to Principal Officers of the University.

Interested applicants meeting the above specifications should submit a detailed Cover Letter, Curriculum Vitae, copies of National Registration Card, Zambia Qualifications Authority (ZAQA) validated and certified copies of Academic, Professional Certificates, valid professional membership and practicing certificate(s); 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, 7th August, 2026**. **Soft copies MUST be submitted as a SINGLE FILE** to jobs@cbu.ac.zm. Clearly state the job title being applied for in the application letter or subject line for email applications. Female applicants are encouraged to apply.

**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****