



# **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 VICE CHANCELLOR'S OFFICE**

##### **JOB TITLE: STRATEGIC PLANNING OFFICER**

**(x1)**

##### **Job Purpose**

To support the development, implementation, monitoring, and review of the University's strategic plans; policies and performance framework in order to enhance institutional effectiveness, accountability, and long-term sustainability.

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

- Assists in the formulation of the University's strategic planning and related plans that integrate objectives, milestones and deliverables across different departments and units of the University;
- Ensure ongoing alignment between strategic plans and organisational priorities;
- Assists to develop and track University KPIs, performance metrics, measure progress against strategic goals;
- Coordinate the collection, analysis, and interpretation of institutional data to support evidence-based planning and decision-making;
- Assists in preparation of quarterly strategic performance reports for Management, Council, and other stakeholders;
- Facilitate planning meetings and effectively encourage cross-departmental collaboration for streamlined execution of initiatives;
- Maintain strategic planning documentation and ensure proper record management;
- Assist in the preparations of Annual Reports; and
- Perform any other duties as may be assigned by the Manager – Strategic Planning.

### **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 Strategic Management, Strategic Policy, Economics, Public Administration or Business Administration;
- Master's degree in Strategic Management, Economics, Public Administration or Business Administration is added advantage;
- Minimum of three (3) years' relevant working experience in strategic planning, monitoring and evaluation or a similar role, preferably in a higher education institution; and
- Fully registered and paid-up member of a relevant professional body or Association.

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

- Knowledge/understanding of Strategic Planning processes or Project Management;
- Strong competencies in ICTs; analytical skills (especially Excel and PowerPoint) and data management;
- Knowledge of regulatory compliance requirements and trends in higher education;
- Excellent interpersonal and communication skills; and
- Analytical and problem-solving skills;

### **REPORTING RELATIONSHIP:**

- Immediate Supervisor: **Manager – Strategic Planning.**
- **Salary Scale: PSS 03**

## **2.0 INTERNAL AUDIT**

### **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 IIA and ISACA standards;

- 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 Four (4) years' work experience in Internal or External Audit or Accounting; and
- Fully registered and paid-up member of the Zambia Institute of Chartered Accountants (ZICA), with a minimum of Associate Membership.

#### **Required Competencies and Behavioral 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: INTERNAL AUDITOR – ICT (x1) (Re-advertised)****Job Purpose**

To undertake internal auditing work on Information Communication Technology systems and applications, involving investigating causes of fraud and abuse of system, aimed at providing guidelines to strengthen systems and procedures in the Bank.

**Main Duties and Accountabilities:**

- Plans and execute audits of Information Technology platforms and evaluates IT internal controls and collaborates with superiors to identify action needed;
- Undertakes the timely conduct of special and planned ICT audit assignments in order to provide assurance on the effectiveness and adequacy of governance, risk management and internal control processes, and recommend improvements;
- Undertakes effectively the conduct of ICT compliance audits in order to foster adherence to legislation, policies, guidelines and regulations;
- Prepares comprehensive ICT internal audit reports on all activities carried out to facilitate informed decision making;
- Acts as liaison with ICT directorate to ensure understanding of data flow, data integrity and systems security; and
- Performs any other duties as 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;
- A Master of Science in ICT, Information Systems, Cyber Security is added advantage;
- 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;
- Key Certifications: ICT Audit (CISA), Information Security (CISM, CISSP, CRISC, CEH, CompTIA Security+), CISCO (CCNA, CCNP, CCDA, CCNA Security). Microsoft (MCSE, MCSA, Microsoft 365 Certified), Operating Systems (LPIC, RHCE, CompTIA Linux+), Unix, and Database (Oracle DBA, Microsoft SQL Server DBA); and
- 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: PSS03**

**2.3 JOB TITLE: ASSISTANT INTERNAL AUDITOR****(X1)****Job Purpose**

To execute audits in accordance with the approved work plan under the supervision of Internal Auditors.

**Main Duties and Accountabilities:**

- Evaluates the effectiveness of controls and assesses whether they are operating as intended;
- Documents audit findings in accordance with standards;
- Supports Internal Auditors on planned and Ad-hoc assignments;
- Assists superiors in preparing planned audit reports on a monthly; quarterly and annual basis, detailing anomalies detected from audit undertakings;
- Pre and/or post audits the unionized monthly payroll-checking all input data pertaining to payroll with particular attention to letters of staff appointments and terminations for purposes of avoiding possible overpayments and ghost employees;
- Pre-examines computations of terminal benefits and checks eligibility of employees with reference to the period of service, salary scale, the correctness of accrued leave days approved by the Registrar and packages payable;
- Performs surprise cash counts in operating units;
- Examines payments of vouchers and cheques;
- Examines local purchase orders before the Vice-chancellor and the Deputy Vice-Chancellor sign them;
- Checks petty cash reimbursement for all Units for financial propriety; and
- Performs additional 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 Accounting /Finance or equivalent Professional Accounting qualifications (ZICA, ACCA, CIMA);
- Two (2) years of working experience;
- Fully registered and paid up member of the Zambia Institute of Chartered Accountants (ZICA).

**Required Competencies and Behavioural Attributes:**

- Strong analytical and problem-solving skills to identify errors, anomalies and process improvements;
- High attention to detail in reviewing payroll, vouchers, purchases, petty cash, and other financial records;
- Integrity and ethical conduct in handling confidential information and adhering to professional standards;
- Solid technical and professional knowledge of accounting and audit principles;
- Effective communication skills for clear documentation of findings and reporting to supervisors and stakeholders; and
- Good time management and reliability to meet deadlines and handle multiple audit tasks efficiently.

**Reporting Relationships:**

- Immediate Supervisor: **Internal Auditor**
- **Salary Scale: PSS04**

**3.0 DIRECTORATE OF RESEARCH AND INNOVATION****JOB TITLE: RESEARCH DEVELOPMENT OFFICER****(x1)****Job Purpose**

To build a portfolio of funded research projects in the University, contribute to the overall faculty research productivity and assist in generating research funds. Working as part of the research support team of the Directorate for Research and Innovation. The Research Development Officer’s role will span identification of research funding opportunities, proposal development, proposal submission and tracking of the submission up to contract award.

**Main Duties and Responsibilities**

- Identifies key donor agencies funding research in the range of disciplines within his or her assigned School/Institute and maintains an up-to-date database of each donor agency’s areas of focus, policies and requirements;
- Ensures that CBU is duly registered with the key donors as necessary;
- Takes the lead role in Faculty fundraising to support research activities;

- Searches for calls for proposals and other research funding opportunities and disseminates information to appropriate faculty routinely;
- Encourages and supports faculty members and faculty teams to develop research proposals;
- Takes the lead role in organizing training programmes that provide faculty members with the necessary capacity for producing winning proposals such as proposal writing training, project budgeting;
- Coordinates proposal writing and submission within the School/Institute;
- Ensures that each proposal emanating from the School/Institute is of high quality, follows CBU's laid down procedures and responds to the target donor's requirements;
- Keeps a record of all proposals submitted and numbers successful;
- Ensures that the information is captured in the central CBU research database;
- Compiles lessons learned and best practices and disseminate them widely to faculty members;
- Maintains contact with donors and tracks submissions until the contract is awarded;
- Prepares and submits regular half-yearly reports on proposal submissions to the Director – Directorate of Research and Innovations and the Dean of School/Director of Institute; and
- Performs any other duties as may be assigned by the Supervisor.

**Required Competencies and Behavioral Attributes:**

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- Master's Degree/ Master of Philosophy in a relevant discipline;
- PhD in a relevant discipline is added advantage;
- Minimum of Five (5) years of relevant work experience; a good track record of successful grant and technical writing; Strong computer literacy is essential including working knowledge of statistical package; Familiarity with donor agencies/donor procedures will be a clear advantage;
- Must possess immense management skills to competently plan, formulate and control a number of corporate financial management systems in liaison with superior and other heads and advise on such matters as promotions, procurement and disciplinary except on such matters that require extensive consultation; and
- Fully registered and paid up member of the Zambia Institute of Chartered Accountants (ZICA).

**Reporting Relationships:**

- Immediate Supervisor: **Director – Directorate of Research and Innovations.**
- **Salary Scale: PSS02**

**4.0 FINANCE DEPARTMENT****4.1 JOB TITLE: INSURANCE OFFICER****(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 of Science in Pension and Insurance or Bachelor of Science in Insurance Studies;
- 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 Behavioral 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**

**4.2 JOB TITLE: ASSISTANT ACCOUNTANT****(x1)****Job Purpose**

To support the Finance department in maintaining accurate financial records, ensuring compliance with financial regulations, and facilitating efficient management of institutional funds. The role contributes to transparency, accountability, and effective utilization of university resources.

**Main Duties and Accountabilities:**

- Assists in preparing and maintaining accurate financial records and ledgers and preparing monthly, quarterly, and annual financial reports;
- Reconciles the cashbooks with bank statements of various bank accounts in order to establish accuracy of same;
- Undertakes posting of journal vouchers/entries to the general ledger resulting from the variance between the cashbooks and bank statements i.e., bank charges duplicated payments/receipts;

- Undertake posting of transactions (receipts and payments) in the general ledger;
- Provides relevant information on budgets and monitor budget allocations and expenditures for faculties and departments;
- Assists in payroll processing and statutory remittances; and
- To perform 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 Language and Mathematics;
- Diploma in Accounting, ZICA Diploma, CIMA Management Level II, or ACCA Level II.
- A Minimum of three (3) years of working experience in accounts or financial management
- Fully registered and paid up member of the Zambia Institute of Chartered Accountants (ZICA).

**Required Competencies and Behavioral Attributes:**

- Accuracy and Attention to Detail;
- Strong competency in MS Office (especially Excel) and accounting software, such as QuickBooks, SAP, Xero, or Sage;
- Excellent interpersonal and communication skills; and
- Excellent written and oral presentation skills.

**Reporting Relationships:**

- Immediate Supervisor: **Accountant**
- **Salary Scale: PSS05**

**5.0 PROCUREMENT DEPARTMENT**

**JOB TITLE: PROCUREMENT ASSISTANT**

**(x1)**

**Job Purpose**

To provide accurate and timely support to the Procurement Unit in the administration of the procurement process, processing bids documents and purchasing materials.

**Main Duties and Accountabilities:**

- To assist with preparing formal bid documents for items and services to ensure that materials are in compliance with all procurement regulations;
- To inform staff and vendors on the procedural requirements (such as ordering, purchasing procedures, and available funds) for the purpose of facilitating the purchasing process with established practices;
- To maintain purchasing documents, files and records (Requests for Proposals and vendor files) for the purpose of ensuring the availability of

documentation and compliance with established policies and regulatory guidelines;

- To perform general and program-specific clerical functions (distributing purchase orders, scheduling);
- To process requisitions into approved purchase orders to update and distribute information and/or acquire resources in compliance with established guidelines;
- To respond to inquiries of staff and administration regarding purchasing procedures to provide information, direction and/or referral for addressing the inquiry;
- To coordinate with requesting units and makes sure that the right items are procured;
- To review documents and data (incoming requisitions, past purchases, reconciliations, inventories) to ensure completeness and accuracy of the purchasing process; and
- To perform 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 Language and Mathematics;
- Must have a Certificate in Procurement and Supply Chain Management, CIPS or ZIPS;
- A Diploma in Procurement and Supply Chain Management, CIPS or ZIPS is an added advantage;
- Minimum of one (1) year of working experience required. Experience in an academic institution is an added advantage; and
- Valid Membership to a professional body.

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

- Be able to demonstrate knowledge of Procurement and Supply Chain 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; and
- Ability and willingness to work as part of a team and contribute fully to the work of the Department.

#### **Reporting Relationships:**

- Immediate Supervisor: **Procurement Officer**
- **Salary Scale: PSS07**

## 6.0 SCHOOL OF NATURAL RESOURCES

### **JOB TITLE: LABORATORY TECHNICIAN- PLANT TISSUE CULTURE (X1)**

#### **Job Purpose**

To oversee daily laboratory activities to ensure the efficient propagation and maintenance of plant cultures.

#### **Main Duties and Accountabilities:**

- Overseeing the daily workflow of the tissue culture room, including the scheduling of sub-culturing, indexing and rooting procedures;
- Monitoring and maintaining the cleanliness and sterility of the laboratory environment, including laminar flow hoods, growth rooms and autoclave equipment;
- Preparing and sterilizing culture media, ensuring the correct balance of nutrients, hormones and gelling agents for various plant species;
- Maintaining inventory of stock cultures, chemicals, consumables (petri dishes, vessels), and personal protective equipment (PPE);
- Assisting lecturers in carrying out experiments and laboratory practicals;
- Preparing budget estimates and reports for the tissue culture laboratory;
- Maintaining detailed records of all experiments, protocols and observations in laboratory notebooks or digital databases; and
- Performing any other duties as may be assigned by the supervisor.

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

- Full Grade 12 certificate or Form V with 5 'O' levels with Credit or better including English and Mathematics;
- Diploma in Science Laboratory Technology;
- Bachelor of Science in Biotechnology is added advantage; and
- A minimum of two (2) years' relevant work experience in a Plant Tissue Culture Laboratory.

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

- Strong problem solving skills and attention to detail;
- Ability to work independently and as part of a multidisciplinary team;
- Strong communication skills;
- Good interpersonal skills; and
- Must be computer literate.

#### **Reporting Relationship**

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

## **7.0 SCHOOL OF ENGINEERING**

### **JOB TITLE: SENIOR LABORATORY TECHNICIAN**

**(X2)**

#### **Job Purpose**

To supervise laboratory-based tasks and provide all the required technical support to enable the laboratory to function efficiently and effectively whilst adhering to correct procedures and health and safety guidelines.

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

- Supervises Laboratory Technicians in laboratory-based tasks;
- Demonstrates practical procedures;
- Organises and monitors the technicians' workloads to meet departmental and cross-curricular needs including covering for absences and delegating tasks appropriately;
- Performs laboratory tests in order to produce reliable and precise data to support scientific investigations;
- Carries out routine tasks accurately and follows strict methodologies to carry out analyses;
- Samples, tests, measures, records and analyses results in chemical and physical sciences;
- Records and interprets results to present to stakeholders;
- Prepares specimens and samples;
- Follows and ensures strict safety procedures and safety checks;
- Ensures that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks;
- Ensures that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff;
- Constructs, maintains and operates standard laboratory equipment;
- Ensures the laboratory is well-stocked and resourced;
- Ensures the safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards;
- Uses computers and performs mathematical calculations for the preparation of graphs;
- Conducts searches on identified topics relevant to the research and keeps up to date with technical developments, especially those which can save time and improve reliability; and
- Performs any other duties as may be assigned by the Supervisor.

## **Qualifications and Experience:**

### **7.1 Electronics and Telecommunications:**

- Full Grade 12 certificate or Form V with 5 'O' levels with Credit or better including English and Mathematics;
- Bachelor's Degree in Electrical Engineering or Telecommunications Engineering from a reputable institution.
- A minimum of three (3) years' relevant work experience is required; experience in a laboratory environment will be an added advantage.
- Fully registered and paid-up member of the Engineering Institution of Zambia.

### **7.2 Civil Engineering:**

- Full Grade 12 certificate or Form V with 5 'O' levels with Credit or better including English and Mathematics;
- Degree in Civil Engineering from a reputable institution;
- A minimum of three (3) years' relevant work experience is required; experience in a laboratory environment will be an added advantage; and
- Fully registered and paid-up member of the Engineering Institution of Zambia.

## **8.0 REGISTRAR'S DEPARTMENT**

### **8.1 JOB TITLE: MANAGEMENT SECRETARY (Re-advertised) (X6)**

#### **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 Behavioral 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

### **8.1 JOB TITLE: CLERICAL OFFICER**

**(X1)**

### **Job Purpose**

To provide comprehensive general administrative and clerical support to ensure the efficient and effective operation of the department or office.

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

- Accountable for office equipment and ensuring that furniture and other equipment are in good condition;
- Ability to work with computerised information systems;
- Reviews files and records to respond to requests for information;
- Examine and distributes documents and correspondence;
- Maintaining filing systems;
- General Clerical work, including but not limited to: photocopying, and scanning;
- printing documents as well as sending emails;
- Updating and maintaining databases;
- Monitoring and ordering inventories of office supplies;
- Must be the first point of contact for the students and employee;
- Deals with queries, messages and requests for information;
- provides accurate and up-to-date information to the students and employees;
- Performs any other job-related duties as may be assigned by the supervisor.

### **Qualifications and Experience:**

- Grade 12 Certificate with a minimum of 5 'O' levels with credit or better including English and Mathematics;
- A Certificate in Records Management, Information Management Systems, and/or Library Studies.
- A minimum of two (02) years of working experience is required.

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

- A self-motivated person;
- Must possess excellent written and communication skills to prepare various reports for information and decision-making;
- Must have a basic understanding of records management and be able to manage filing systems;
- Good interpersonal skills to interact with both staff, students and general clientele; and
- Ability to work confidently with Microsoft Office packages.

### **Reporting Relationships**

- **Immediate Supervisor:** Administrative Officer/ Registry Supervisor
- **Salary Scale:** PSS 08

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 **Tuesday, 30<sup>th</sup> April, 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  
Plot 4692, Jambo Drive, Riverside  
P O Box 21692  
KITWE**

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

**"WOMEN ARE ENCOURAGED TO APPLY"**