



THE COPPERBELT UNIVERSITY

OFFICE OF THE REGISTRAR

JOB OPPORTUNITIES

“Women are encouraged to apply”

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 positions:

1.0 DIRECTOR – DIRECTORATE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Job Purpose

To plan, direct and co-ordinate the development of Information and Communication Technology Systems consistent with the University Strategy.

Main Duties and Responsibilities

- Develops and implements the ICT strategy for the applications of Information Technology at the University to meet set objectives for teaching, research and community service;
- Influences the University policy-making process to ensure that Information Technology is considered as part of the solution to enhance performance;
- Oversees development of policies, procedures and processes of ICTs;
- Develops and enforces IT best practices across the organisation;
- Develops Information Systems in line with current technological advances;
- Creates and recommends appropriate computer-related technologies for teaching and research purposes;
- Mobilises resources, directs and controls the projects at the University to produce planned results on time and within agreed budgetary limits;

- Appraises, develops departmental goals and motivates subordinate staff to improve the professional quality of Information and Communications Technology services at the University;
- Ensures that IT systems availability of 99.9%;
- Designs and executes programs to develop customers and staff to improve the quality of Information and Communications Technology services and utilization;
- Develops a maintenance plan and ensures the availability of resources to ensure optimal performance of ICT equipment and infrastructure;
- Improves Customer/User experience;
- Keeps abreast of Information and Communications Technology concepts and technologies, general business practices and customer development so as to give expert guidance in the application of Information and Communications Technology resources;
- Maintains effective communications and working relationships with customer (internal and external) personnel and other teams across the University to ensure that maximum benefit is derived from installed resources, according to the customers' plans and priorities;
- Ensures the utilization of financial resources for the department is within budget;
- Serves as a technical expert for the University for purchasing ICT equipment, systems;
- Engages in relationships with ICT vendors, contractors and service providers; 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 Computer Science, Information Technology or Information Systems;
- Master's Degree in Computer Science, Information Technology, Electronics or Telecommunications Engineering or Information Systems;
- A PhD in Computer Science, Information Technology or equivalent will be an added advantage;
- Must also possess business and management knowledge; and
- Minimum five (5) years of working experience in a large organisation with at least three (3) years of work experience in a managerial position.

Required Competencies and Behavioral Attributes:

- Strategic leadership and vision in ICT governance, digital transformation, and alignment of technology initiatives with the University's teaching, research, and community service objectives;

- Strong managerial and project management competencies with the ability to plan, coordinate, monitor, and deliver ICT projects within scope, budget, and timelines;
- Excellent analytical, problem-solving and decision-making skills with the capacity to develop innovative ICT solutions, policies and systems in a complex institutional environment;
- High level of interpersonal, communication, and stakeholder management skills with the ability to build productive relationships with senior management, staff, vendors, partners, and external stakeholders;
- Strong financial, resource, and performance management capabilities, including budgeting, ICT asset management, KPI monitoring and ensuring optimal systems availability and service delivery; and
- Professional integrity, adaptability and customer-service orientation with a commitment to ICT best practices, continuous improvement, staff development, and emerging technology trends.

Reporting Relationships

- Immediate Supervisor: **Vice – Chancellor**
- Salary Scale: **MGT06**

2.0 CHIEF RECORDS MANAGEMENT OFFICER

Job Purpose

To provide vision and strategy in the management of all registries and records in the University and its satellite campuses.

Main Duties and Responsibilities

- Plans, organises and manages the University registry in accordance with the record management procedures;
- Establishes new records management systems for the university;
- Supervises the Registry Supervisors in the Academic and Central Registries;
- Ensures that registry staff are knowledgeable and kept current about records management principles and requirements;
- Serves as the section technical expert on University records management issues;
- Guides the formulation and implementation of records management policies to keep abreast with appropriate national and international professional records and information management standards;
- Provides guidance to University staff on emerging issues on proper records management;
- Develops, maintains, verifies and evaluates existing record systems and ensures that financial, legal or administrative requirements and regulations are complied with;

- Supports compliance with the National Archives Act of Zambia Cap 175 and the Public Service Records Management Policy of 2012;
- Ensures data protection;
- Manages all registries and registry staff within the institution and satellite Campuses;
- Manages the Human Resource Management Information System;
- Produces management reports for internal and external use;
- Provides training to staff who require access or have responsibility for maintaining records;
- Destroys or archiving finished data records;
- Ensures that records are easily accessible when needed;
- Leads the transformation of University records management processes to address the challenges posed by the management of records; 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 of Science in Records Management, Information Systems, Computing or Library Studies;
- Master of Science in Records Management, Information Systems, Computing or Library Studies will be an added advantage
- Professional certification or training in Records and Information Management, Archives Administration, or Electronic Records Management will be an added advantage; and
- At least four (4) years of relevant working experience in records and archives management, registry administration, information management, or related administrative functions in a reputable institution.

Required Competencies and Behavioral Attributes

- Strong organisational, records management, and ICT skills with high attention to detail and accuracy.
- Excellent leadership, supervisory and team coordination abilities.
- High level of integrity, confidentiality and professionalism in handling sensitive records and information.
- Effective communication and interpersonal skills with the ability to provide guidance and training to stakeholders.
- Analytical and problem-solving abilities with capacity to improve records systems, ensure compliance and support digital transformation initiatives.

Reporting Relationships

- Immediate Supervisor: **Deputy Registrar- Human Resource and Administration**
- Salary Scale: **PSS03**

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 and Professional Certificates; 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, 26th May, 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.

**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****