



THE COPPERBELT UNIVERSITY

OFFICE OF THE REGISTRAR

JOB OPPORTUNITY

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 individuals for appointment in the underlisted position under the Pan African Network for Planetary Science and Technology (PAP2SN) Project where Copperbelt University is the Coordinating Institution.

This position shall be strictly tied to the lifespan of the Pan African Network for Planetary Science and Technology (PAP2SN) Project and the appointment will be on a project-based contract aligned to the four (4) year duration of the Project, subject to periodic performance reviews and continued project funding.

Job Title: Communications and Media Officer

(1 Position)

Job Purpose:

To develop and execute a comprehensive communications strategy that enhances visibility, impact and stakeholder engagement of PAP2SN Project. The role will ensure that the project's strategic outputs, innovations and partnerships are effectively communicated to diverse audiences across Africa and globally.

Main Duties and Accountabilities:

- i. Develop and implement strategic communication and branding initiatives for the Project;
- ii. Coordinate media engagement activities and manage public relations functions;
- iii. Manage the Project's digital platforms and social media presence;
- iv. Produce strategic communication materials and support knowledge dissemination initiatives;
- v. Facilitate stakeholder engagement and outreach activities;

- vi. Coordinate internal communications among Project partners and stakeholders; and
- vii. Manage communication-related risks and safeguard the Project's reputation through effective crisis communication strategies.

Key Deliverables

- i. Communication and Media Strategy Document;
- ii. Monthly and Quarterly Communication Reports;
- iii. Press Releases and Media Coverage Reports;
- iv. Website and Social Media Content;
- v. Newsletters and Knowledge Products; and
- vi. Stakeholder Engagements Materials.

Required Competencies and Behavioral Attributes:

- i. A self-motivated person;
- ii. Mature and self-driven, with high level of problem-solving skills;
- iii. Excellent written and verbal Communications skills;
- iv. Strong storytelling and content development capability;
- v. Proficiency in digital media tools, graphic design and content management systems;
- vi. Strategic thinking and the ability to translate technical content into impactful messages;
- vii. Strong interpersonal and stakeholder engagements skills;
- viii. Ability to work effectively in a multicultural and multidisciplinary environment; and
- ix. High level of professionalism, creativity and attention in detail.

Qualifications and Experience:

- i. Grade 12 Certificate with a minimum of 5 'O' levels with Credit or better including English;
- ii. Must have a Diploma in Communications, Journalism, Public Relations or a related field;
- iii. A Degree is an added advantage;
- iv. Minimum of 2-5 years of relevant experience preferably within academia, research or development programmes;
- v. Proven experience in managing digital platforms and media relations;
- vi. Experience working in multi- country or international projects is highly desirable;
- vii. Familiarity with science communication, particularly in STEM fields, is an added advantage; and
- viii. Must be fully paid up member of a relevant professional body.

Reporting Relationship:

- Immediate Supervisor: **Principal Investigator (PI)**

Duty Station

- The Copperbelt University Riverside Campus

Salary Scale: As per Project's Stipulated Remuneration Structure

Interested applicants meeting the above requirement should submit signed application letters, a detailed Curriculum Vitae, ZAQA validated copies of Academic Certificates, certified Professional and Academic Certificates, National Registration Card (NRC) and three (03) names of referees, two (02) of whom must be Professionally acquainted with the applicant.

The applications in hard copies should be submitted to the undersigned no later than **Friday, 7th August 2026** or soft copies (as a single pdf file) to **jobs@cbu.ac.zm**. The application should be addressed to:

The Registrar

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

NOTE: Only shortlisted candidates will be contacted

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