



THE COPPERBELT UNIVERSITY OFFICE OF REGISTRAR

JOB OPPORTUNITY

(INTERNAL ADVERT)

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 **serving** members of staff for appointment to fill in the following support staff positions:

REGISTRAR'S DEPARTMENT

1.1 Job Title: Office Manager

(02 Positions)

Job Purpose

To performs a variety of first-line supervisory and complex technical duties designed to expedite the administrative processes and procedures related to documenting, maintaining and controlling records, case files, statistics and information.

Main Duties and Responsibilities;

- Provides a comprehensive Administrative/PA service to the Principal in conjunction with other colleagues;
- To act as "gatekeeper" for the offices of the Principal Officer's Office;
- Prepares correspondence including shorthand and manuscript typing and letters for the signature;
- Oversight of the office's mail including strictly private and confidential mail and ensuring that all previous relevant correspondence is brought forward and attached. Assessing the relevance of all correspondence for the Principal's Officer and distribution to other University structures;
- Manages the Principal's diary, including meetings within and outside the University and internationally, including booking venues where appropriate and liaising with

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numerous staff, individuals and dignitaries, both within and out with the University, who may be required to attend;

- Organises travel arrangements both locally and internationally including the booking of accommodation;
- Ensures the Principal is fully updated regarding schedules/itineraries etc;
- Arranges catering for University and private functions hosted by the Principal. Issuing invitations;
- Ensures the Principal has a full and comprehensive list of guests for relevant functions and ensures he/ she has necessary details of guests when necessary;
- Supervises other staff in the office to ensure effective and timely service and continuity are provided;
- Responsible for Office cost centre to ensure budget figures are maintained and reconciling monthly transaction listing;
- Prepares confidential information and correspondence on instruction to activate the Annual Performance Appraisal Review for Deans, Directors and non-academic staff reporting to the Vice-Chancellor; and
- Performs 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;
- Shorthand speed of 120 words per minute or better and Typing speed of 55/65 words per minute or better;
- A minimum of a Diploma in Human Resource Management, Business Administration or Public Relations will be an added advantage;
- At least 5 years working experience in a high profile office; and
- MUST be a fully paid up member of the Professional Secretaries Association of Zambia.

Required Skills and Behavioral Attributes

- Must be proficient and eloquent in the English Language;
- Wide experience of Office Practice and Office Management;
- Good interpersonal and problem solving skills;
- High level of integrity and attention to detail;
- A well-developed knowledge of the University system and structures, ability to take decisions within appropriate context. Knowledge of full range of Microsoft office systems;
- High level of initiative and personal accountability (much of work carries a high level of confidentiality);

- IT skills: Ability to work confidently with Microsoft Word, Excel and Powerpoint; and
- Strong analytical and problem-solving abilities;

Reporting Relationships

- Immediate Supervisor: **Registrar/Chief Financial Officer**
- **Salary Scale:** PSS 04

1.2. Job Title: Administrative Assistant to the Dean (AAD) (01 Position)

Job Purpose

To provide administrative support to the Dean in a wide variety of areas including special projects, budgets, correspondence, maintenance of the Dean's calendar and problem solving for the day to day operations.

Main Duties and Responsibilities:

- Provide administrative support to the Dean including management of diary, organising and coordinating travel, liaison with a variety of individuals inside and outside the University, including the development of secretarial – related systems to ensure Departmental requirements are met;
- Coordinates activities on the Dean's behalf and maintains the department's physical and electronic records in order to enhance efficiency;
- Coordinates examination arrangements (including collation of examination papers, maintenance of examination database);
- Coordinates the production of departmental publications and reports as required;
- Acts as liaison to senior management across campus, oversees administrative support to the Dean and general Dean's office communications and independently, identifies issues or problems within specific management areas and prioritises tasks appropriately with a high degree of confidentiality;
- Assists with the administration of the department and meetings, including securing availability of material requirements, venue and hospitality, ensuring accurate information is recorded and papers distributed timely;
- Prepares and participates in the preparation of work plans to facilitate effective planning and work organisation;
- Participates in the formulation/review of policies and preparation/review of work manuals and procedures and related documentation;
- Provides secretarial services to various school and administrative committees;
- Articulates action plans for the operationisation of new initiatives launched by the Dean and monitors implementation of the Dean's directives to other staff of the Unit;

- Gathers relevant documentation to enable collection of background data on issues requiring the Dean's deliberation and decision;
- Orients newly employed staff and supervises the same to ensure adherence to approved set standards and procedures;
- To coordinate and manage budget revenue and expenditure, quarterly and annual financial reports for the School in liaison with the supervisor;
- To ensure that staff in the school are efficiently and effectively working to achieve the vision of the University; and
- To 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;
- Bachelor's Degree in Public Administration, Human Resource Management; Business Administration, or Management.
- Master's Degree in Public Administration, Human Resource Management; Business Administration, or Management is added advantage.
- Minimum three (3) years working experience in the University in an administrative role; and
- MUST be a fully paid up member of the Zambia Institute of Human Resource Management (ZIHRM);

Required Skills and Behavioral Attributes:

- Excellent command of English and should possess good communication skills.
- A self-motivated person with skills to independently establish effective working relationships with various organisations, departments and other staff at all levels of the institution;
- IT skills: Ability to work confidently with Microsoft Word, Excel and Powerpoint;
- High level of integrity and attention to detail; and
- Strong analytical and problem-solving abilities;

Reporting Relationships:

- Immediate Supervisor: **School Dean**
- **Salary Scale:** PSS 04

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.

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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. 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****