



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 support staff positions:

1.0 VICE-CHANCELLOR'S PARLOUR

1.1 JOB TITLE: DIRECTOR – DIRECTORATE OF PROJECTS, PROPERTY AND SERVICES (x1)

Job Purpose

Reporting to the Vice Chancellor, the Director- Directorate of Projects, Property and Services will provide strategic leadership in planning, developing, maintaining, and managing the University's infrastructure, facilities, and support services. The position is responsible for ensuring efficient utilisation of resources, implementing infrastructure development projects, effectively managing joint ventures, and providing high-quality services that support the University's teaching, learning, research and administrative functions.

Main Duties and Responsibilities:

- Planning, coordinating and facilitating infrastructure development programmes and projects;
- Managing the implementation, review and updating of the University's Master Plan and physical development strategy;

- Coordinating and managing joint venture projects between the University and cooperating partners;
- Managing the University's architectural and quantity surveying projects, including the preparation and administration of Bills of Quantities, to support effective infrastructure development and maintenance;
- Managing and integrating functions across properties and services units to enhance operational efficiency and service delivery;
- Ensuring the provision of customer-focused, proactive and high-quality support services;
- Monitoring and evaluating infrastructure and development projects to ensure timely implementation and corrective interventions where necessary;
- Preparing annual work plans, including scheduled maintenance programmes;
- Developing and maintaining databases and information systems relating to facilities and service management;
- Contributing to the preparation of institutional budgets and management reports; and
- Performing any other duties as may be assigned.

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 Civil Engineering, Building Construction/Construction Management, and Architecture
- Master's Degree in Civil Engineering, Building Construction/Construction Management, and Architecture
- A PhD in Civil Engineering, Building Construction/Construction Management, and Architecture
- Minimum five (5) years' relevant post-qualification experience, including experience at managerial level or above, with demonstrated responsibility for managing infrastructure development, projects, property, facilities, or related services; and
- Fully registered and paid up member of a relevant professional body.

Required Competencies and Skills:

- Strong leadership and management capabilities;
- Excellent strategic planning, project management and organisational skills;
- Sound analytical and problem-solving abilities;
- Strong budgeting, resource management and report-writing skills;
- Excellent communication and stakeholder management skills;
- High levels of integrity, professionalism, tact and diplomacy;

- Proficiency in relevant computer applications;
- Ability to travel extensively for field inspections and project monitoring; and
- Must be computer literate.

Reporting Relationships

- Immediate Supervisor: **Vice-Chancellor**
- Salary Scale: **MGT 06**

1.2 JOB TITLE: MANAGER- STRATEGIC PLANNING

(x1)

Job Purpose

The Manager – Strategic Planning will spearhead the formulation, execution, assessment, and periodic review of the University's Strategic Plan and related programmes. The role is responsible for ensuring that institutional plans and activities remain aligned with the University's long-term vision, mission, strategic goals, national development priorities, and applicable statutory requirements.

Main Duties and Responsibilities:

- Lead and coordinate strategic planning processes, including the development, implementation, monitoring, evaluation, and revision of the University's Strategic Plan;
- Design and oversee institutional performance management mechanisms and performance measurement frameworks, including Key Performance Indicators (KPIs);
- Monitor and assess progress towards the attainment of strategic goals, outcomes, and performance targets;
- Coordinate the gathering, analysis, management, and dissemination of institutional data to support planning and decision-making;
- Develop and operationalise monitoring and evaluation systems for strategic initiatives, programmes, and projects;
- Prepare and present strategic performance reports for the University Management, Council and other stakeholders;
- Facilitate institutional planning sessions, strategic reviews, and performance assessment engagements;
- Conduct institutional research, benchmarking studies, and environmental analyses to inform strategic choices and organisational development;
- Promote a culture of accountability, innovation and strategic thinking, and throughout the University; and
- Performing any other duties as may be assigned.

Qualifications and Experience:

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- A Bachelor's Degree in Strategic Management, Economics, Development Studies, Public Administration, Business Administration or Policy and Planning;
- A Master's Degree in Strategic Management, Economics, Development Studies, Public Administration, Business Administration or Policy and Planning;
- At least seven (7) years of relevant post-qualification experience in areas such as strategic planning, performance management, monitoring and evaluation, institutional research, or policy analysis;
- Experience gained within a higher learning institution, public service organisation, or similar environment will be considered an added advantage; and
- Fully registered and paid up member of a relevant professional body.

Required Competencies and Skills:

- Excellent strategic planning and analytical skills;
- Strong knowledge of performance management and monitoring and evaluation systems;
- Ability to analyse and interpret complex institutional data;
- Excellent report writing, communication, and presentation skills;
- Sound knowledge of higher education governance and regulatory frameworks;
- Leadership, project management, and stakeholder engagement skills;
- High levels of integrity, professionalism, and attention to detail;
- Proficiency in ICT applications, particularly data analysis and reporting tools; and
- Must be computer literate.

Reporting Relationships

- Immediate Supervisor: **Vice-Chancellor**
- Salary Scale: **MGT 07**

2.0 FINANCE DEPARTMENT

JOB TITLE: INSURANCE OFFICER (Re-advertised)

(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 Responsibilities:

- 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:

- Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
- A Bachelor's Degree in Pension and Insurance, Insurance Studies, Actuarial Science or Risk Management;
- Three (3) years of practical working experience in insurance management; and
- Fully registered and paid up member of the Chartered Institute of Insurance or a relevant professional body.

Required Competencies and Skills:

- 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: **PSS 04**

3.0 AUDIT DEPARTMENT

JOB TITLE: ASSISTANT INTERNAL AUDITOR - ICT (Re-advertised) (x1)

Job Purpose

To assist in conducting audit programs in all auditable areas of ICT at the university:

Main Duties and Responsibilities:

- Undertakes planned audits of ICT networks to check and verify the effectiveness of security measures;
- Undertakes investigative audits in any part of the ICT systems suspected to be vulnerable to risks as assigned by superior;
- Evaluates key internal controls to ascertain their effectiveness and reliability in safeguarding university assets;
- Gathers and provides necessary data to supervisor for use in audit planning;
- Ensures that all audit work undertaken is adequately documented as a point of reference;
- Communicates audit progress to superior and keeps him abreast on all findings; and
- Performs any additional 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;
- A Bachelor's Degree in Computer Science, IT, Information Systems or Computer Engineering;

- Two (2) 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; and
- Fully registered and paid-up member of Information and Communication Technology Association of Zambia (ICTAZ).

Required Competencies and Skills:

- 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: **PSS 04**

4.0 REGISTRAR'S DEPARTMENT

JOB TITLE: OFFICE MANAGER

(x2)

Job Purpose

To perform 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 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
- Fully registered and paid-up member of the Professional Secretaries Association of Zambia.

Required Skills and Behavioural 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**

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 **Thursday, 24th September, 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

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