



OFFICE OF THE REGISTRAR

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 and Consultancy 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 as **Part-Time Lecturers School of Business – Lusaka Campus in the following areas of specialization:**

1. **Accountancy**
2. **Banking and Finance**
3. **Business Administration**
4. **Operations and Supply Chain**

Overall Job Purposes

To provide a broad context of knowledge in the specific fields of accountancy, banking and finance, business administration, human resources and supply chain.

To create learning platforms that incorporates theory and current world best practices into lessons and transferring good leadership practices, ethics and attributes to the students to achieve value for money in public and private organizations.

Statement of Main Duties

- Perform teaching duties, invigilation of examinations including tutorials and seminars; supervise theses, dissertations, practical work and placements; counsel on projects and other academic activities; as well as promote the well-being of students

- Assess students on a continuous basis, set and mark assignments, test and examination papers (including theses and dissertations) within established time-frames.
- Supervision of research students through developing research designs, sampling frames, research protocols and other research mechanisms
- Constantly monitoring and reflecting on the processes of teaching and student understanding and seeking to improve them.
- Helping students to achieve their own aims, and adopt the notion that underlies the Zambian Higher Education Authority
- Ability to make the teaching material stimulating, interesting and engaging with students at their level of understanding

Qualifications

a) Accountancy

- The candidate must hold a Bachelor of Accountancy with credit or better or any related field.
- The candidate must hold a Master of Science in Accounting and Finance or any related field.
- A PhD in the Business or Accounting will be an added advantage

Required Competencies and Behavioral Attributes

- At least five (5) years of professional experience in the public or private sector.
- At least two (2) years of teaching experience in a reputable university
- The candidate is expected to be a member of ZICA

b) Banking and Finance

- The candidate must hold a Bachelor of Science in Banking and Finance with credit or better or any related field.
- The candidate must hold a Master of Science in Banking and Finance/Accounting and Finance or any related field.
- A PhD in the Business or Accounting will be an added advantage

Required Competencies and Behavioral Attributes

- At least five (5) years of professional experience in the public or private sector.
- At least two (2) years of teaching experience in a reputable university
- The candidate is expected to be a member of the Zambia Institute of Banking and Finance or a similar professional body

c) Business Administration

- The candidate must hold a Bachelor of Business Administration with credit or better or any related field.
- The candidate must hold a Master of Business Administration or any related field.
- A PhD in the Business or Accounting will be an added advantage
- At least five (5) years of professional experience in the public or private sector.

Required Competencies and Behavioral Attributes

- At least two (2) years of teaching experience in a reputable university
- The candidate is expected to be a member of a professional body

d) Operations and Supply Chain

- The candidate must hold a Bachelor of Science with credit or better in Public Procurement/ Purchasing and Supply Chain/Procurement/Production and Operations Management
- The candidate must hold a Master of Science in Public Procurement or Supply Chain Management, or any related field
- A PhD in Procurement/Supply Chain or any related field will be an added advantage

Required Competencies and Behavioral Attributes

- At least five (5) years of professional experience in the public or private sector.
- At least two (2) years of teaching experience in a reputable university
- Must be a member of the Zambia Institute of Purchasing and Supply (ZIPS)
- Must have good knowledge of the Zambian Public Procurement Act and related laws and regulations

Interested individuals meeting the above set qualifications should apply sending their applications accompanied by detailed current Curriculum Vitae, certified copies of Academic and Professional qualifications together with three (3) names and address of referees, of which two must be professionally acquainted with the applicant. The application must clearly state the specific department being applied for and must reach the undersigned by **Friday 30rd August, 2019** and they should be addressed to:

The Registrar

Copperbelt University

Jambo Drive, Riverside

P O Box 21692

Kitwe, Zambia

E-Mail: jobs@cbu.ac.zm

Note that only shortlisted candidates will be contacted.