



## CHALIMBANA UNIVERSITY

# EMPLOYMENT OPPORTUNITIES

The Council of Chalimbana University (ChaU) intends to appoint a Vice-Chancellor, Deputy Vice-Chancellor (Academic Affairs) and Deputy Vice-Chancellor (Research and Innovation). The Council through the Search Committee therefore invites applications from suitably qualified and experienced persons for the three positions.

### **ABOUT CHALIMBANA UNIVERSITY**

Chalimbana University traces its origins to the Jeanes School, which was established in 1939 as a Jeanes Training Centre for community teachers in Mazabuka. The institution was later relocated to the banks of the Chalimbana River and is situated 57 km east of Lusaka in Chongwe District. In the 1950s, the college became affiliated with the University of Salisbury in Southern Rhodesia and was renamed Chalimbana Teacher Training College, offering training for both primary and secondary school teachers.

In 1970, the college transitioned to an exclusively in-service training institution, focusing on the professional development of primary school teachers and administrators. It was

subsequently renamed the National In-Service Teachers' College (NISTCOL). In 2011, the Zambian government declared NISTCOL a university, and in 2013, it was officially transformed into Chalimbana University through Statutory Instrument Number 111 of 2013. The same year marked the formal inauguration of the university, leading to the introduction of degree programs alongside the existing diploma courses.

Today, Chalimbana University comprises three directorates namely Directorate of Distance Education, Directorate of Research Postgraduate Studies Consultancy and Innovation and Directorate of Quality Assurance and eight schools, namely;

1. School of Education
2. School of Humanities and Social Sciences
3. School of Music, Sports and Fine Arts
4. School of Early Childhood Studies
5. School of Technology, Science and Mathematics
6. School of Business Studies
7. School of Leadership and Governance
8. School of Vocational and Practical Skills Studies

Chalimbana University offers a well-balanced academic curriculum and qualifications that are highly valued by employers. The university's academic strength lies in its diverse range of programmes, including Bachelor's, Master's, and Doctoral degrees. Additionally, the institution continues to leverage its broad expertise while fostering innovation and creativity in alignment with the priorities set out in Zambia's 8th National Development Plan.

## **1.0. VICE-CHANCELLOR**

### **Job Purpose**

The Vice-Chancellor, as the Chief Executive Officer, is responsible for strategic leadership in academic, administrative and financial management of the institution in attaining its role in the country's economic, social and cultural growth and development through teaching, research, public service, consultancy and innovation as directed by the University

Council and in accordance with the Higher Education Act No.4 of 2013, as read together with the Higher Education (Amendment) Act No. 23 of 2021.

The Vice-Chancellor is the face of the University, in the absence of the Chancellor, the Vice-Chancellor presides at the ceremonial assemblies of the University and confers all degrees and other academic titles and distinctions of the University.

## **Key Tasks and Responsibilities**

### **1. Leadership and Governance**

- a) Provides leadership for an inclusive staff and collegiate culture that empowers individuals to realise their full potential and to achieve the University's goals in Teaching, Learning, Research, Innovation, and Community Service.
- b) Ensures that all University activities and operations are carried out in compliance with the University governance requirements, and any regulations, rules, laws, codes and standards applicable to higher institutions of learning in Zambia.
- c) Facilitates the implementation of outreach programmes that reflect the social responsibility of the University including its sustainability.
- d) Undertakes regular reporting to the University Council and Government as required.
- e) Ensures that Council meetings are held as planned and resolutions of Council are implemented.
- f) Ensures the availability and implementation of University Risk Management Framework.
- g) Promotes productivity through staff motivation and facilitating execution of functions.
- h) Provide over sight in student services, welfare and academics.
- i) Contributes to public service and intellectual life.

### **2. Strategy and Management**

- a) Leads the development and implementation of the University's Strategic Plan.

- b) Identifies and negotiates collaborative agreements on behalf of the University Council.
- c) Ensures availability and effective implementation of institutional internal controls and coordinates the operations of the University.
- d) Fosters high-value linkages with all stakeholders, especially alumni, Government, local communities, cooperating partners and the private sector.
- e) Ensures an effective performance management system is in place and implemented.
- f) Builds up strong management and leadership teams to ensure effective institutional performance.
- g) Contributes to the University's aspiration to be a world-class institution.

### **3. Academic Leadership**

- a) Provides an effective academic environment for the pursuit of teaching, learning, research and community service for the attainment of liberal, professional, scientific and technical education which is responsive to the needs of society and industry.
- b) Strengthens the University's aspirations to be a leading teaching, research and innovation institution in the country and the region.
- c) Presides at all meetings of the Senate and ensures that Senate submits reports to the University Council regarding the performance of its functions.
- d) Ensures that University academic calendars run smoothly.
- e) Creates and maintains a conducive academic and social environment for staff and students.

### **4. Financial Resource Mobilisation and Management**

- a) Ensures the development and effective implementation of the financial resource mobilization and management strategy of the University.
- b) Leads the mobilisation of financial resources in order to achieve financial sustainability.

- c) Ensures compliance with auditing and statutory requirements. Enforces timely financial reporting.

### **5. Human Capital Development and Management**

- a) Ensures the development of the human capital strategy of the University for purposes of having a fit-for-purpose organizational structure, and staff in order to achieve the University's strategic objectives.
- b) Ensures that the University recruits and retains sufficient numbers and high calibre of academic, administrative and other staff on such competitive terms and conditions of service as determined by the Council.
- c) Establishes an environment that promotes a culture of high performance, staff discipline, and motivation.
- d) Promotes a harmonious employee environment to support a high-performance culture.

### **6. Infrastructure Development and Management**

- a) Ensures the development and implementation of the infrastructure development and management strategy.
- b) Generates resources for infrastructure development and management.
- c) Enforces effective utilisation of University infrastructure.
- d) Enforces effective maintenance of University infrastructure.

### **Qualifications, Knowledge and Experience**

- a) Grade 12 certificate **(with 5 o'levels with credits or better)** or its equivalent.
- b) Earned Bachelor's, Degree in any relevant field from a reputable university.
- c) Earned Master's Degree in any relevant field from a reputable university
- d) Holder of authenticated earned **Ph.D. in a relevant field** from a reputable university.
- e) Degrees must be from accredited and recognised Universities.

- f) A globally renowned scholar who must have attained the rank of Professor with an H index of 10.
- g) Accomplished record of scholarly work, research, teaching and public service.
- h) Knowledge and experience of university systems.
- i) Minimum of 15 years relevant post-qualifying experience in university education or equivalent Institution.
- j) Minimum of ten (10) years experience at senior management level at a minimum of Dean of School/Faculty or Director in a university or similar institution.
- k) Personal and professional integrity with a distinguished track record of successful senior management experience in higher education and/or relevant professional field.
- l) A strong record of academic leadership and personal achievement in both teaching and research.
- m) Experience in financial management, investment, business, budgeting, resource mobilization as well as strategic planning and management.
- n) Demonstratable ability to create networks within internal and external stakeholders.
- o) Demonstrable track record of community service.
- p) Functional ICT literacy and
- q) Must have proof of valid relevant membership to a professional body.

**Key Attributes and Skills;**

- a) High level of energy, drive and initiative.
- b) Emotional stability and ability to balance the requirements of different stakeholders of the University.
- c) Visionary with ability to inspire others.
- d) Self-motivated and a team player.
- e) Must be proficient in digital tools and technology.
- f) No history of criminal offences.

- g) Strong business acumen and innovation mindset.
- h) Excellent oral and written communication.
- i) Mature, reliable, self-confident and integrity.
- j) Transparent, flexible, receptive to change and ability to manage change.

### **Tenure**

The appointment of the Vice-Chancellor shall be for an initial period of five (5) years which could be renewed for a similar period, subject to assessment of performance.

### **Remuneration**

A competitive remuneration package shall be offered to the successful candidate.

## **2.0. DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)**

### **Responsibilities**

Reporting to the Vice-Chancellor, the key responsibilities are to provide leadership, strategic direction and overseeing the development and implementation of the University's mandate in teaching and learning in line with the Higher Education Act No.4 of 2013, as read together with the Higher Education (Amendment) Act No. 23 of 2021.

### **Key tasks and responsibilities**

#### **1. Leadership and Governance**

- a) Ensures all academic activities (admissions, examinations, graduation) comply with university governance requirements, regulations, and legal frameworks.
- b) Provides leadership in the running of academic programs across all Schools.
- c) Serves as Secretary to the Senate and Chairperson of key Senate committees (Admissions, Quality Assurance, Affiliations, Graduate Studies, Distance Education).
- d) Contributes to public service and intellectual life.

- e) Ensures regular reporting on academic affairs, admissions, examinations, and graduation ceremonies to the Vice-Chancellor.
- f) Ensuring preparation of quarterly and annual operational performance reports on the teaching and learning functions of the University.

## **2. Academic Quality and Strategic Direction**

- a) Ensures the formulation, implementation, and review of policies and strategies in teaching and learning.
- b) Ensures accreditation and registration of academic programmes.
- c) Provides strategic academic vision, ensuring high standards in all academic activities in line with national policy developments and emerging higher education trends.
- d) Ensures Schools offer market-driven academic programs aligned with industry, national, and global needs.
- e) Leads innovation and strategic development to ensure resource-efficient forward planning.
- f) Ensures the effective operation of the quality assurance function.

## **3. Resource Mobilization and Industry Linkages**

- a) Strengthens partnerships with government, private sector, and international institutions.
- b) Establishes linkages with industry to enhance graduate employability and internship opportunities.
- c) Ensures academic programs are adequately advertised to attract students.
- d) Facilitates increased access to student loan funding through the Higher Education Loans and Scholarship Board.

## **4. Teaching, Learning, and Infrastructure Development**

- a) Ensures the adequacy, appropriateness, and functionality of all teaching and learning facilities.
- b) Leads faculty heads in budgeting and resource mobilisation, ensuring prudent utilisation of funds.



- c) Oversees the implementation of admissions, examinations, and graduation policies and best practices.
- d) Ensures regular reporting on industry partnerships and their impact on university programs.

## **5. Human Capital Development and Performance Management**

- a) Provides leadership in performance management of academic heads and staff.
- b) Builds a competent, experienced, and motivated workforce in teaching and learning.
- c) Fosters a high-performance culture with discipline and motivation.
- d) Promotes adaptability and responsiveness in a rapidly changing higher education environment.

## **Qualifications, Knowledge and Experience**

- a) Grade 12 certificate (**with 5 o'levels with credits or better**) or its equivalent
- b) Earned Bachelor's degree in any relevant field from a reputable University.
- c) Earned Master's degree in any relevant field from a reputable University.
- d) Earned Ph.D in any relevant field from a reputable University.
- e) Minimum Associate Professor or higher with over 5 years' experience at professorial level.
- f) Significant publication with minimum H-index of 8, with experience in conducting PhD examinations, supervising research programmes including successful PhD and research completion.
- g) Minimum of ten (10) years relevant post-qualifying experience in university education or equivalent Institution.
- h) Minimum of six (6) years experience at senior management level at a minimum of Dean of School/Faculty or Director in a university or similar institution.
- i) A strong record of academic leadership and personal achievement in both teaching and research.

- j) A strong record of public/community service with collaborative ability with various stakeholders.
- k) Strategic thinking capability with excellent and proven leadership skills. With experience in financial management, investment, business, and budgeting as well as strategic planning and management. Knowledge and experience of performance management systems for monitoring academic of staff, School/Faculties, and developing action plans for continuous improvements.
- l) Functional ICT literacy; and
- m) Must have proof of valid relevant membership to a professional body.

### **Tenure**

The appointment of the Deputy Vice-Chancellor (Academic Affairs) shall be for an initial period of four (4) years which could be renewed for a similar period, subject to assessment of performance.

### **Remuneration**

A competitive remuneration package shall be offered to the successful candidate.

## **3.0. DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)**

### **Responsibilities**

Reporting to the Vice-Chancellor, the key responsibilities are to provide leadership, strategic direction and overseeing the development and implementation of the University's strategic goals in the area of research, innovation, grants and partnerships in line with the Higher Education Act No.4 of 2013, as read together with the Higher Education (Amendment) Act No. 23 of 2021.

### **Key tasks and responsibilities**

#### **1. Leadership and Governance**

- a) Provide strategic leadership for research, innovation, and consultancy.
- b) Ensure all activities comply with university governance, regulations, laws, and standards.
- c) Develop and implement policies, strategies, and frameworks for research, consultancy, and innovation.
- d) Serve as Chairperson of the Research, Consultancy, and Innovation Boards.
- e) Promote a culture of research excellence and knowledge generation.
- f) Ensure research outputs contribute to national, regional, and global frameworks.
- g) Foster collaborations with government, industry, community and academia.
- h) Report regularly to the Vice-Chancellor on research, innovation, and consultancy activities.
- i) Provide leadership in alumni advancement and international relations.

## **2. Strategy and Management**

- a) Develop and implement the University's Research, Innovation, and Consultancy Strategy.
- b) Establish an effective performance management system for research and innovation.
- c) Build strong leadership and management teams for research, innovation, and consultancy.
- d) Promote research-informed teaching and learning to enhance students' experience.
- e) Coordinate the development of research infrastructure, including Innovation Hubs and Industrial Parks.

## **3. Research, Innovation, and Consultancy**

- a) Foster an environment that enhances research productivity and high-impact publications.
- b) Oversee research ethics, quality assurance, and reporting standards.
- c) Facilitate research collaborations with national, regional, and international institutions.

- d) Secure and manage research grants, contracts, and intellectual property.
- e) Lead commercialization efforts and patenting of university research outputs in collaboration with industry.
- f) Promote interdisciplinary research and knowledge transfer.
- g) Identify and negotiate consultancy opportunities for revenue generation.

#### **4. Financial Resource Mobilization and Management**

- a) Develop and implement a resource mobilization strategy for research, innovation, and consultancy.
- b) Secure funding through grants, partnerships, and strategic alliances.
- c) Ensure prudent financial management in line with university financial regulations.
- d) Promote philanthropic giving and industry-sponsored research projects.

#### **5. Human Capital Development and Management**

- a) Ensure the University has skilled personnel for research, innovation, and consultancy.
- b) Foster a high-performance culture, motivation, and staff discipline.
- c) Oversee training and development programmes for researchers.
- d) Coordinate workforce planning to address staffing gaps and retention strategies.
- e) Lead performance management of research units and personnel.

#### **6. Governance and Reporting**

- a) Oversee compliance with the Higher Education Act and other relevant laws of the country.
- b) Ensure the preparation of quarterly and annual performance reports.
- c) Provide oversight of all research, innovation, and consultancy functions of the University.
- d) Lead stakeholder engagement and advocacy for research initiatives.

- e) Establish policies and structures for research integrity, branding, and quality control.

### **Qualifications, Knowledge and Experience**

- a) Grade 12 certificate (**with 5 o'levels with credits or better**) or its equivalent.
- b) Earned Bachelor's degree in any relevant field from a reputable University.
- c) Earned Master's degree in any relevant field from a reputable University.
- d) Earned Ph.D. in any relevant field. from a reputable University.
- e) Minimum Associate Professor or higher with over 5 years experience at professorial level.
- f) Significant publication with minimum H-index of 8, with experience in conducting Ph.D. examinations, supervising research programmes including successful PhD and research completion.
- g) Minimum of ten (10) years relevant post-qualifying experience in university education or equivalent Institution.
- h) Minimum of six (6) years experience at senior management level at a minimum of Dean of School/Faculty or Director in a university or similar institution.
- i) Experience preferably in university environment as Faculty or Chair of: Research, Research Ethics, Knowledge Transfer/Innovation Committees or Director of Research in a research institution.
- j) Excellent managerial and organizational skills with proven ability in guiding and directing senior research staff in dealing with proposal writing, grant application, establishing research priorities and in delivering complex research programmes. Excellent track record of working with stakeholders for resource mobilization to support research programmes as Coordinator, Team Leader, Principal Investigator, Co-Investigator in a University or similar organization, with ability to successfully implement research projects.
- k) Significant experience in working across academic disciplines and knowledge of developing research clusters and centers of excellence to improve coordination, quality, and to enhance research outputs and impact.

- l) Knowledge and experience of performance management systems for monitoring of staff, School/Faculties, and developing action plans for continuous improvements.
- m) Significant experience in PhD student recruitment and securing external sponsored research projects, and other research initiatives.
- n) Strong command of English Language with effective information management and research communication skills.
- n) Functional ICT literacy; and
- o) Must have proof of valid relevant membership to a professional body.

### **Tenure**

The appointment of the Deputy Vice-Chancellor (Research and Innovation) shall be for an initial period of four (4) years which could be renewed for a similar period, subject to assessment of performance.

### **Remuneration**

A competitive remuneration package shall be offered to the successful candidate.

### **Mode of Application**

Candidates meeting the stated requirements are required to submit their applications comprising the following:

- a) Letter of application;
- b) Latest and detailed curriculum vitae with at least three (03) traceable referees.
- c) ZAQA validated copies of academic and professional qualifications including a full Grade 12 or equivalent certificate (Certificates and Transcripts).
- d) Names and addresses of three (3) referees, two (2) of whom must be professional authorities in relevant fields, and one (1) character referee.
- e) Any other relevant information that may assist the Search Committee in determining the suitability of the applicant.

Positions being applied for must be **clearly marked** and addressed to:

The Secretary  
Search Committee  
Chalimbana University  
Private Bag E1  
Lusaka  
**ZAMBIA**

OR send to the following email address: [registrar@chau.ac.zm](mailto:registrar@chau.ac.zm)

CLOSING DATE FOR RECEIPT OF APPLICATION IS **21<sup>ST</sup> APRIL, 2025**.

N.B Chalimbana University is an equal opportunity employer. Women candidates are encouraged to apply. The posts are open to both eligible Zambians and Non-Zambians. Only shortlisted candidates will be contacted. Please visit the Chalimbana University website at [www.chau.ac.zm](http://www.chau.ac.zm)