



THE UNIVERSITY OF ZAMBIA

JOB OPPORTUNITIES

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

ABOUT THE UNIVERSITY OF ZAMBIA

The University of Zambia (UNZA) is the first public institution of higher learning which was established by the University of Zambia Act no. 66 of 1965. Currently, UNZA is regulated by the Higher Education Act No.4 of 2013, as read together with the Higher Education (Amendment) Act No. 23 of 2021.

UNZA has two campuses both of which are situated in Lusaka. The main Campus is situated on the Great East Road, 9 km from the Lusaka City Centre while the Ridgeway Campus is on John Mbita Road, 4 km South East of Lusaka.

The University is the leading Higher Education Institution in Zambia and one of the market leaders in the provision of higher education in the region. It has thirteen (13) Schools, three (3) Directorates, three (3) Institutes and offices in ten (10) Provincial Centres. The University has a staff complement of more than 1,800 employees comprising of both academic staff and non-academic staff. The student population stands at more than 18,000 in both undergraduate and postgraduate programmes.

The University's programmes and activities are driven by its motto of "*Service and Excellence*".

1. VICE-CHANCELLOR

Job Overview

The role of the Vice-Chancellor is to provide the strategic vision and leadership required to ensure the prosperity and success of the University of Zambia. The University has a distinctive and high-performing position within the higher education sector in Zambia and beyond. The Vice-Chancellor must be able to build upon its historical and current strengths to ensure that the institution continues to be a leading University whilst making valuable contributions to the nation's economy, and society in general, on issues related to its mission. The positioning of the institution, in the current time of considerable change within the nation, region and global world, will be of particular importance, and the ability of the Vice-Chancellor to ensure the sustainability of the University in the light of external developments will be critical. The Vice-Chancellor should be a strategic thinker, leader and a visionary to grow the University with regards to quality, and contribution to society; lead change management and must have a proven track record as an academic leader who creates successful teams that generate measurable outcomes with visible societal impact.

He/she must have attained full professorial status with an excellent track record of leadership and academic achievements, including high level international research experience, resource mobilization and coordinating academic programmes in the country, SADC region and beyond.

The Vice-Chancellor will be responsible for, and will be expected to demonstrate, success in the following broad areas: clear vision and strategy, leadership, governance, organisational management, academic management, developing an external profile, creating new sources of income and mobilizing the University community to the desired mission of the institution.

He/she shall hold office for 5 years and may be eligible for reappointment for another term with the approval of the Council.

Key tasks and responsibilities include:

A. VISION AND STRATEGIC DIRECTION OF THE UNIVERISTY

- Provide institutional vision and strategic direction in a complex working environment, and to lead the implementation in such a way that it inspires, engages all stakeholders and ensure the participation and support of the University community.
- Provide strategic academic vision of the University, and the need to maintain high standards across all areas of its academic activities in the context of the national policy developments and emerging issues within the higher education sector.
- Provide innovative strategy development and to make practical and sustainable choices among multiple strategic imperatives so that the University's forward planning is both realistic and resource efficient.

B. LEADERSHIP

- Provide leadership for this highly complex organisation with multiple stakeholders and competing priorities.
- Provide an environment of adaptability and responsiveness to a fast-moving external environment, an essential requirement of a modern university.
- Foster team building, motivation of staff and drive succession planning and leading change as appropriate.
- Inspiring, engaging and motivating large teams of people undertaking disparate functions to ensure that they understand and are aligned with and feel connected to common institutional objectives.

C. RESOURCE MOBILISATION AND EXTERNAL SUPPORT

- Develop an institutional resource mobilisation strategy to deliver significant new funding streams for the University.
- Lead the University's internal/external stakeholders to support the development of philanthropic ventures for the benefit of the University.
- Develop bilateral relationships with government, private sector and other lead organizations as well as working with partner universities to create national, regional, and international alliances and networks.

D. GOVERNANCE AND REPORTING REQUIREMENTS

Reporting to the Chairperson of the University Council, the Vice-Chancellor shall be responsible for planning, organising, co-ordinating and directing the operations of the University 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 incumbent will be responsible for, among others, the following:

- Overseeing the formulation, implementation and review of all University Policies and the Strategic Plan.
- Overseeing the operations of the University in all its core functions of teaching, research and community service, and ensuring effective risk management.

- Serving as Chairperson of the University of Zambia Senate, Procurement Committee, Executive Management Committee and any other appropriate management committees.
- Presiding over employee performance management and leading in building a competent, experienced and motivated workforce.
- Ensuring that the operations of the University comply with all the University Policies and applicable national laws.
- Overseeing the process of budgeting and leading in the mobilisation of resources required for the operations of the University, and ensuring that resources are utilised prudently.
- Presiding over graduation ceremonies of the University.
- Fostering high value linkages and managing all stakeholders.
- Representing the University at various local and international fora.
- Ensuring the preparation of quarterly and annual operational performance reports and submitting the same to the University Council.

Essential Qualifications, Knowledge and Experience

- a) Grade 12 certificate or its equivalent;
- b) Bachelor's degree in any relevant field from a reputable University;
- c) Master's degree in any relevant field from a reputable University;
- d) Earned PhD in any relevant field or its equivalent;
- e) Full Professor, should have served at professorial level (i.e. being associate/full professor) for over 5 years;
- f) Minimum of fifteen (15) years relevant post-qualifying experience in university education or equivalent institutions, with a distinguished track record of successful senior management experience in higher education and/or relevant corporate Institutions;
- g) A strong record of academic leadership and personal achievement in both teaching and research;
- h) a strong record as an academic leader at an institution similar enough to make the experience transferable;
- i) Strategic thinking capability with excellent and proven leadership skills;
- j) Experience in financial management, investment, business, budgeting as well as short, medium- and long-term planning for organizational operations;
- k) Knowledge of performance management systems for monitoring, tracking and assessing the performance of research projects/programmes of staff, Schools/Faculties, and developing action plans for continuous improvement; and
- l) Must have proof of valid membership to a professional body.

Desirable Qualifications, Knowledge and Experience

- a) Strong interpersonal and negotiation skills with the ability to interact with colleagues and other stakeholders.
- b) Knowledge in the use of technologies and information management software or similar tools for academic management.
- c) Prior successful work on academic themes the university is presently focused on (e.g., inclusion, building graduate programs, improving graduation rates)
- d) Training and experience in strategic planning and managing change in tertiary/higher education sector.

2. DEPUTY VICE-CHANCELLOR (ACADEMIC AFFAIRS)

Job Overview

The Deputy Vice Chancellor Academic Affairs is responsible for leading and directing the overall academic transformational formulation, as well as, the effective implementation of the University's Teaching and Learning strategy that is aligned to University's overall strategy and mandate. The Deputy Vice Chancellor Academic Affairs

(DVC-AA) will endeavour to drive a teaching and learning environment that promotes newer and innovation technologies and modern pedagogic approaches that enriches learning at UNZA. The incumbent will also ensure existence of effective and efficient student support services, conducive to student access to learning and ensuring their overall academic achievement. The DVC-AA is expected to demonstrate, success in the following broad areas: academic vision and strategy, leadership, governance, organisational management, academic management, developing an external profile, generating new source of income and mobilizing the University community to the desired mission of the institution.

He/she must have attained the rank of full professorial status with an excellent track record of leadership and academic achievements, including international research experience, resource mobilisation, coordinating academic programmes in the country, SADC region and beyond.

He/she shall hold office for 4 years and may be eligible for reappointment for another term with the approval of the Council.

Key tasks and responsibilities include:

A. VISION AND STRATEGIC DIRECTION OF THE UNIVERISTY

- Ability to formulate and provide institutional vision and strategic direction in a complex working environment, and lead the implementation in such a way that it inspires, engages all stakeholders and ensures the participation and support of the University community.
- Provide strategic academic vision of the University, and the need to maintain high standards across all areas of its academic activities in the context of the national policy developments and emerging issues within the higher education sector.
- Provide innovative strategy development and to make practical and sustainable choices among multiple strategic imperatives so that the University's forward planning is both realistic and resource efficient.

B. LEADERSHIP

- Provide leadership for a highly complex organisation with multiple stakeholders and competing priorities.
- Provide an environment of adaptability and responsiveness to a fast-moving external environment, an essential requirement of a modern university.
- Foster team building, motivation of staff and drive succession planning and leading change as appropriate.
- Inspiring, engaging and motivating large teams of people undertaking disparate functions to ensure that they understand and are aligned with and feel connected to common institutional objectives.

C. RESOURCE MOBILISATION AND EXTERNAL SUPPORT

- Develop an institutional resource mobilisation strategy to deliver significant new funding streams for the University.
- Lead the University's internal/external stakeholders to support the development of philanthropic ventures for the benefit of the University.
- Develop bilateral relationships with government, private sector and other lead organizations as well as working with partner universities to create national, regional, and international alliances and networks.

D. GOVERNANCE AND REPORTING REQUIREMENTS

Reporting to the Vice-Chancellor, the Deputy Vice Chancellor Academic Affairs shall be responsible for planning, organising, co-ordinating and directing the academic operations of the University 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 incumbent will be responsible for, among others, the following:

- a) Ensuring formulation, implementation and review of policies and the strategies in the area of teaching and learning.
- b) Providing oversight on all the teaching and learning functions of the University and ensuring effective operations of the quality assurance function.
- c) Serving as Secretary to Senate and as Chairperson of the Senate Admissions Committee, Senate Quality Assurance Committee, Senate Affiliations Committee, Senate Board of Graduate Studies, Senate Distance Education Committee, and any other Senate Committees.
- d) Ensuring that Schools offer market-driven academic programmes which respond to industry, national and global markets.
- e) Providing leadership in the performance management of heads of academic units and leading in building a competent, experienced and motivated workforce in the area of teaching and learning.
- f) Ensuring the adequacy, appropriateness and good working order of all teaching and learning facilities of the University;
- g) Leading heads of faculty in the process of budgeting and mobilisation of resources required for their operations and ensuring that resources are utilised prudently.
- h) Ensuring preparation of quarterly and annual operational performance reports on the teaching and learning functions of the University.

Essential Qualifications, Knowledge and Experience

- a) Grade 12 certificate or its equivalent;
- b) Bachelor's degree in any relevant field from a reputable University;
- c) Master's degree in any relevant field from a reputable University;
- d) Earned PhD in any relevant field or its equivalent;
- e) Full Professor and should have served at professorial level (i.e. being associate/full professor) for over 5 years;
- f) Minimum of fifteen (15) years relevant post-qualifying experience in University education or equivalent Institutions, with a distinguished track record of successful senior academic management experience in higher education and/or relevant corporate Institutions;
- g) A strong record of academic leadership and personal achievement in both teaching and research;
- h) a strong record as an academic leader at an institution similar enough to make the experience transferable;
- i) Strategic thinking capability with excellent and proven leadership skills;
- j) Experience in financial management, investment, business, budgeting as well as short, medium- and long-term planning for organizational operations;
- k) Significant publication record with experience in conducting PhD examinations, supervising research programmes including successful PhD and research completion;
- l) Knowledge of performance management systems for monitoring, tracking and assessing the performance of research projects/programmes of staff, Schools and developing action plans for continuous improvement; and
- m) Must have proof of valid membership to a professional body.

Desirable Qualifications, Knowledge and Experience

- a) Strong interpersonal and negotiation skills with the ability to interact with colleagues and other stakeholders.
- b) Knowledge in the use of technologies and information management software or similar tools for academic management.
- c) Prior successful work on academic themes the university is presently focused on (e.g., inclusion, building graduate programs, improving graduation rates)
- d) Training and experience in strategic planning and managing change in tertiary/higher education sector.

3. DEPUTY VICE-CHANCELLOR (RESEARCH AND INNOVATION)

Job Overview

The Deputy Vice Chancellor for Research and Innovation is a key strategic position which provides an exciting opportunity for the successful candidate to play a major role in achieving UNZA's strategic goals as part of a dynamic senior management team. The Deputy Vice Chancellor for Research and Innovation (DVC- RI) shall assist the Vice Chancellor in the performance of his/her management functions; and will be responsible for providing leadership in driving quality and excellence in research, knowledge transfer and innovation programmes, setting up the research infrastructure, development of the research environment, and formulation of research policies in accordance with the University's strategic objectives.

The DVC (RI) shall oversee the work of staff in the Directorate of Research, the Deans of Schools and Chief Librarian in collaboration with the Senior Management Team, Senate and other stakeholders in the review of existing research portfolio, development of new research programmes and recruitment of academic teams of the highest calibre to support research, knowledge transfer and innovation.

He/she must have attained full professorial status with an excellent track record of leadership and academic achievements, including international research experience, resource mobilisation, coordinating research and innovation programmes, managing research grant schemes, particularly research outputs to inform teaching and learning, and engagement with stakeholders through public and policy dialogues, reporting on research priorities/achievements and other institutional development projects at the University level.

He/she must have a sustained and robust track record of research experience and should have led research projects at global as well as SADC and AU levels. Evidence of experiences of being part of research teams, committees, or/and leading research programmes or institutes with visible public policy impact globally, the SADC region and in Zambia will be a valuable and an added advantage.

He/she shall hold office for 4 years and may be eligible for reappointment for another term with the approval of the Council.

Key tasks and responsibilities include:

A. LEADERSHIP

- Provide strategic direction for the advancement of research, knowledge transfer and innovation to support both quality education and engagement with stakeholders to maximise socio-economic and environmental impact.
- Design the overall research programme to respond to the policies/strategies agreed by the Governing Council, University Senior Management Team and, where appropriate, the Senate.
- Provide strategic partnerships with Government policy makers, private sector, civil society, national and international partners to sensitise them on the university's research strategy and to develop research programmes to respond to the priorities of various stakeholders.
- Develop relationships and networks with key internal and external stakeholders for the dissemination of research outputs and to influence and shape the development of national policy relating to research.
- Work with the Deputy Vice Chancellor (Teaching and Learning), and Senior Management Team, to promote a culture of research-informed teaching/learning across the University to enhance students' experience.
- Promote a culture of knowledge generation and sharing through research and publication of research outputs, application of research and innovation to develop the next generation of leaders.

B. RESOURCE MOBILISATION

- Develop a resource mobilisation strategy to attract funding for research and consultancy.

- Lead the University's innovation and commercialization strategy including the protection of intellectual assets, through building of strategic alliances with Government, industry, local and international research institutes.
- Work closely with internal/external stakeholders to support the development of philanthropic giving for investment in research and innovation.
- Develop bilateral relationships of mutual benefit to generate funding for research and consultancy, working with partner universities, regional, national and international alliances and networks.
- Work with the Senior Management Team and Deans to ensure that emerging technology platforms are implemented so that opportunities for external funding are fully exploited.

C. COORDINATING RESEARCH AND INNOVATION PROGRAMMES

- Oversee the planning and delivery of the University's research, knowledge transfer and innovation programmes.
- Initiate policies, processes, and structures aimed at developing a research culture, improving quality, and enhancing the dissemination and impact of research outputs.
- Promote interdisciplinary research in the University's funding programme to ensure that priority activities are considered with targets to track progress.
- Coordinate the workforce planning process to address gaps in staffing, develop initiatives to attract, develop and retain researchers of the highest quality including higher degrees by research.
- Coordinate performance reviews to assess skills/aspirations of research staff; and introduce training opportunities based on the development needs of staff.

D. MANAGING AND ADMINISTERING RESEARCH AWARD SCHEMES

- Work with the Director of Research and Consultancy, Deans, Heads of Departments and staff to grow external research income and champion a change in research culture.
- Foster excellence in research and knowledge transfer through critical evaluation of proposals for quality, effectiveness and impact.
- Negotiate and manage external research contracts and consultancies.
- Support the Director of Research and Consultancy to deliver the University's medium and long-term research priorities and aspirations.
- Provide support to staff and students engaged in research and consultancy.
- Set standards for research, branding, quality assurance and control.

E. GOVERNANCE AND REPORTING REQUIREMENTS

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. The incumbent will be responsible for, among others, the following:

- Ensuring the formulation, implementation and review of policies and strategies pertaining to Research, Consultancy and Innovations.
- Providing oversight on all research, innovation and consultancy functions of the University.
- Serving as the Chairperson of the Research, Consultancy and Innovation Boards.
- Providing effective leadership in promoting scholarly research in order to enhance the research profile of the University and disseminate research findings in the form of articles, books or other appropriate means.
- Leading in ensuring that the University generates revenue through research, consultancy and innovations, required for effective operations of the research and innovations function of the University.
- Providing leadership in the performance management of heads of research units and leading in building a competent, experienced and motivated workforce in the area of research, consultancy and innovations.

- Establishing links and collaborations with other universities, research institutions and any other beneficial organisations both at national and international levels.
- Providing leadership and strategic direction in all matters relating to alumni advancement and international relations.
- Ensuring preparation of quarterly and annual operational performance reports on research, consultancy and innovations.

Essential Qualifications, Knowledge and Experience

- a) Grade 12 certificate or its equivalent;
- b) Bachelor's degree in any relevant field from a reputable University;
- c) Master's degree in any relevant field from a reputable University;
- d) Earned PhD in any relevant field or its equivalent;
- e) Full Professor and should have served at professorial level (i.e. being associate/full professor) for over 5 years;
- f) Post qualification experience preferably in university environment as Faculty or School Chair of Research, Ethics, Knowledge Transfer/Innovation Committees or Director of Research in a research institution.
- g) Excellent time management 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.
- h) 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.
- i) Significant publication record with experience in conducting PhD examinations, supervising research programmes including successful PhD and research completion.
- j) Significant experience in working across academic disciplines and knowledge of developing research clusters and centres of excellence to improve coordination, quality, and to enhance research outputs and impact.
- k) Knowledge of performance management systems for monitoring, tracking and assessing the performance of research projects/programmes of staff, Schools/Faculties, and developing action plans for continuous improvement.
- l) Significant experience in PhD student recruitment and securing external sponsored research projects, and other research initiatives.
- m) Strong command of English Language with effective information management and research communication skills in writing (such as tailor-made publications for high level policy-makers, ministers, parliamentarians, civil society leaders and other users of research outputs) and orally (such as in policy dialogues, high level ministerial, international, regional and national conferences and media briefing).
- n) Must have proof of valid membership to a professional body.

Desirable Qualifications, Knowledge and Experience

- e) Strong interpersonal and negotiation skills with the ability to interact with colleagues and other stakeholders on research, knowledge transfer and innovation projects.
- f) Knowledge and the use of technologies and information management software or similar tools for academic research and resource management.
- g) Training and experience in strategic planning and managing change in tertiary/higher education sector.
- h) Ability to initiate and mount research training across disciplines in the University and with other partners in the country, region and beyond.

APPLICATION PROCESS

All applications will be treated in strictest confidence and should comprise a curriculum vitae, certified/validated copies of all required qualifications and such other material as the applicant may wish to submit. The CV must give full personal particulars including full names, place and date of birth, qualifications, employment and work

experience, date of availability, telephone number, e-mail address, names and addresses of three professional referees. Position/s applied for must be clearly indicated on the applications which should be addressed to:

**The Chairperson of the Search Committee
C/O Office of the Registrar
The University of Zambia
Great East Road Campus
P O Box 32379
Lusaka
Zambia**

Telephone: +260-211-251593

Applications can be submitted either physically or electronically. Electronic submission of applications must be made through the email address shown below:

Email: searchcommittee@unza.zm

Closing date for receipt of applications is Friday, 1st December, 2023. All candidates who meet the criteria shown in this advert are encouraged to apply.

The University of Zambia is an equal opportunity Employer