



THE UNIVERSITY OF ZAMBIA

EMPLOYMENT OPPORTUNITIES

Applications are invited from suitably qualified and experienced persons to fill the following positions at the University of Zambia:

1. MANAGER, STRATEGIC PLANNING - 1 POSITION

PURPOSE: Responsible for coordinating the strategic planning, formulation, implementation, monitoring and evaluating the University of Zambia's performance in relation to the Strategic Plan.

RESPONSIBILITIES:

- Preparing and ensuring adherence to the plans;
- Coordinating activities pertaining to the development of the University Strategic Plan;
- Coordinating the activities undertaken when developing the University Strategic Plan;
- Coordinating the development of the implementation plan for the University Strategic Plan;
- Coordinating the preparation of quarterly and annual implementation progress reports;
- Servicing and coordinating the establishment and work of committees established to undertake specific activities in pursuit of objectives of the Strategic Plan;
- Coordinating the development of an effective Monitoring and Evaluation Framework for the implementation of the strategic plan;
- Undertaking effective monitoring and evaluation of the implementation of the strategic plan;
- Ensuring the development and maintenance of an effective and up-to-date M&E database and appropriate information management system in order to facilitate easy retrieval and proper storage of information on the implementation of the strategic plan;
- Monitoring and preparing progress reports on the operations of the various committees established to undertake specific activities in pursuit of objectives of the Strategic Plan;
- Preparing reports on the performance of the strategic plan;
- Ensuring alignment of the strategic plan to functions and operations in the University;
- Providing input and participates in the preparation of the annual budget for the University.
- Developing and maintaining an accurate competitor profile database of all the services and facilities provided by other Universities;
- Supervising and appraising subordinate staff; and
- Ensuring the preparation of quarterly and annual operational performance reports.

QUALIFICATIONS:

- Grade 12 School Certificate or its equivalent;
- Bachelors' degree in a Social Science;
- Master's degree in Business Administration or Strategic Planning or any relevant qualification;
- Demonstrated experience in Performance Appraisal; At least five (5) years relevant work experience; and Must be ICT Literate.