



THE UNIVERSITY OF ZAMBIA

EMPLOYMENT OPPORTUNITY

INTERNAL ADVERTISEMENT

Applications are invited from suitably qualified and experienced persons to fill the following position in the School of Humanities and Social Sciences:

JOB TITLE: DEAN, SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

JOB PURPOSE AND REPORTING RELATIONSHIP:

Reporting directly to the Vice-Chancellor, the Dean is responsible for the overall performance of the School, including directing academic, administrative and financial activities of the School.

PRINCIPAL ACCOUNTABILITIES

- Controls and coordinates all activities and operations of the School;
- Initiates the formulation of policies and guidelines governing the operations of the School;
- Ensures implementation of policies and guidelines governing the operations of the School;
- Oversees all teaching and learning activities in the School;
- Ensures the development and review of curricula in the School in order to meet the demands of industry and society;
- Oversees research and consultancy activities in the School;
- Oversees the enrolment and registration of students and ensures that the School has adequate numbers of students in all programmes;
- Ensures that infrastructure and all other facilities in the School are adequate and in proper working order;
- Coordinates planning and implementation of the School budget, and ensures prudent utilisation of financial and physical resources;
- Ensures that the operations of the School are financially sustainable;
- Leads in the mobilisation of financial resources for the School by ensuring the development and implementation of strategies and initiatives for generating revenue;
- Supervises subordinate staff and ensures that performance appraisal is conducted for all staff in the School; and
- Directs the production of quarterly and annual operational performance reports and submits the same to the Vice-Chancellor on a regular basis.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree in a relevant field of specialisation;
- Master's degree in a relevant field of specialisation;
- PhD in a relevant field of specialisation;
- Minimum of eight (8) years relevant work experience as an academic practitioner and must be at least at the level of Senior Lecturer; and
- Must have proof of valid membership to a professional organisation or association.

Only candidates who meet the specified requirements need to apply to the address indicated below, enclosing their detailed curriculum vitae, copies of educational certificates, names and addresses of three traceable references and contact address/ telephone/e-mail details. **The position and School should be clearly marked on the envelope.**

Applications to be sent to: **The Registrar
University of Zambia
P O Box 32379
Lusaka**

Closing date: **18th September, 2020**. Only short-listed candidates will be contacted. The University of Zambia is an Equal Opportunity Employer.

