



KAPASA MAKASA UNIVERSITY OFFICE OF THE REGISTRAR

CAREER OPPORTUNITIES

Kapasa Makasa University is looking for experienced and qualified individuals to be considered for the following positions:

1.1 Registrar's Department

- i. Administrative Officer 1 Position**
Job Purpose: To perform various administrative tasks and coordinate daily activities in the Department.

Required Qualifications and Experience

 - Form 5 or Grade 12 certificate with 5 credits or better which should include English Language.
 - Must possess a minimum of Diploma in Business Administration, Human Resource Management or any related field
 - Experience in a similar position will be added advantage
 - Ability to work with minimum supervision.
 - Excellent communication skills
 - Quick and enthusiastic learner.
 - Computer literate

- ii. Procurement /Stores Assistant 1 Position**
Job Purpose: Provide accurate and timely support to the Procurement and Supply Unit in the administration of the procurement process, processing bids and purchasing materials.

Required Qualifications and Experience

 - Form 5 or Grade 12 certificate with 5 credits or better which should include English Language.
 - Must possess a minimum of advanced Certificate in Procurement and Supply (CIPS) and a member of the Zambia Institute of Purchasing and Supply.
 - Experience in a similar position will be added advantage
 - Quick and enthusiastic learner.
 - Excellent communication skills
 - Ability to work with minimum supervision.
 - Computer literate.

iii. Security Officer – 01 Position

To plan, manage and direct security strategies and protect University community members, stakeholders and property and to create a crime free environment

Required Qualifications and Experience

- Form 5 or Grade 12 certificate with 5 credits or better which should include Math and English Language.
- Minimum of a Diploma in Law/Social Science with Military/Police training. A degree will be added advantage
- Responds well under pressure with strict time limit. Ability to work with minimum supervision.
- Experience in a similar position will be added advantage
- Excellent communication skills
- Computer literate.

iv. Assistant Registrar Public Relations & Administration – 1 Position

Job Purpose: To undertake various public relations duties in order to project a positive image of the University and ensure smooth running and coordination of activities in the department.

Required Qualifications and Experience

- Form 5 or Grade 12 certificate with 5 credits or better which should include English Language or equivalent.
- Must possess a Minimum of a Degree in Public Relations, Journalism, Marketing or related field
- Respond well under pressure with strict time limit. Ability to work with minimum supervision.
- Must be a member of a relevant professional body
- Excellent communication skills
- Experience in a similar position will be added advantage
- Computer literate.

1.2. FINANCE DEPARTMENT

i. Accounts Assistant - 1 Position

Job Purpose: Responsible for various routine accounts tasks to support the Accounts Department, including processing of requisition books for stationery, fuel and other stores materials, checking and reviewing of petty cash floats, reconciling bank statements and any other duties as assigned..

Required Qualifications and Experience

- Grade 12 certificates with 5 credits or better.
- Diploma in Accountancy or equivalent.
- At least 2 years' Experience in a similar position.
- Excellent communication and numerical skills
- Self-starter and able to work with minimum supervision.
- Female candidates are encouraged to apply.

ii. Assistant Accountant 1 Position (Temporary appointment)

Job Purpose: To reconcile receipts and payments made to University and various cashbooks and bank accounts to determine its implication

Required Qualifications and Experience

- Grade 12 certificates with 5 credits or better.
- Degree in Accountancy or equivalent.
- At least 2 years' Experience in a similar position.
- Excellent communication and numerical skills
- Self-starter and able to work with minimum supervision.

1.3. CENTRE FOR INFORMATION AND COMMUNICATION TECHNOLOGY

i. Software developer

Job Purpose: To be the focal point in the software development team aimed at defining and refining project models that are employed.

Required Qualifications and Experience

- Full Grade 12 School Certificate which should include English Language and mathematics.
- Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent.
- Experience in a similar position will be added advantage
- Excellent communication skills
- Self-starter and able to work with minimum supervision.
- Respond well under pressure with strict time limit.

Candidates should submit detailed Curriculum Vitae, Certified copies of Academic/ Professional Certificates and three (3) names of referees, two (2) of whom must be professionally acquainted with the applicant to:

The Deputy Registrar
Kapasa Makasa University
P O Box 480195
CHINSALI

Phone: 0975093144

Email: registrar@kmu.ac.zm

Muchinga residents are encouraged to apply and only shortlisted candidates will be contacted.

Closing Date for receipt of applications 6th April 2023.