



THE UNITED CHURCH OF ZAMBIA UNIVERSITY

EMPLOYMENT OPPORTUNITY

The United Church of Zambia University (UCZU) is a Private institution of Higher Learning owned by the United Church of Zambia. UCZU is fully accredited with the Higher Education Authority in Zambia. The University hereby invites applications from suitably qualified and experienced candidates for appointment to the following position.

REGISTRAR

The role calls for strategic and general management, which includes retrieving, interpreting and organizing information to advise, inform and assist with the accomplishments of institutional and strategic objectives. This is a highly complex and demanding position requiring considerable drive, intellectual flexibility, leadership and managerial abilities, as well as identification with the University's value systems.

Job Purpose

Reporting to the Vice Chancellor, the Registrar, Inter alia, is administrative officer of the University and is responsible for implementing the decisions of the University Council, Senate, formulating and interpreting administrative and personnel policies, planning and directing the general administration and operation functions of the University. She/he is the Secretary to both the University Council and the University Senate.

The candidate should possess excellent analytical, interpersonal, oral and written communication skills, with a track record of managing institutions with a high degree of maturity and vision.

Main Duties and Accountabilities

- Plan and co-ordinate University Council corporate affairs and Senate business efficiently;
- Direct functions pertaining to general administration and Human Resources Management efficiently;
- Custodian and maintenance of the official records of the university;
- Direct functions pertaining to student registration, admissions, administration of examinations and general academic affairs of the University;
- Ensure compliance with legal requirements and availability of legal services to the University Council and Administration;
- Plan, direct and maintain infrastructure utilization and development in order to ensure an acceptable learning and living environment in the University;
- Provide guidance and advice on business and governance of the University to all stakeholders;
- Ensure timely, effective and efficient dissemination of University general information within and outside the University;
- Responsible for student academic administration and management of graduations;
- Responsible for employee health and welfare;
- Maintain a conducive work atmosphere for learning and teaching to take place.

Qualifications and Experience required

- Grade 12 or form V Certificate with 5 “O” level Credits which should include English Language.
- A Bachelor’s, degree in Human Resource Management, Business Administration, Public Administration, Law, Education Management.
- A Postgraduate degree in a related field will be an added advantage.
- Minimum of Five (5) years of experience.
- A track record of managing institutions/organizations with large numbers of people of diverse professional disciplines;
- Should be a member of the Zambia Institute of Human Resource Management;
- Preferably a Zambian Citizen;
- A Christian in good standing.

Personal Attributes

- Strategic leadership and management skills;
- Interpersonal relationship skills;
- Visionary and creative thinker;
- Self-motivated;
- Open mindedness;
- Conceptual skills;
- Ability to work under pressure;
- Confident;
- Team-builder;
- Assertiveness;
- Change management skills.

Reporting relationships

- Immediate supervisor: Vice Chancellor

Tenure

- Four (4) years contract subject to renewal.
- Applicants should not be less than 35 years of age.

How to Apply

- Interested applicants meeting the above specifications should submit a detailed Curriculum Vitae, certified copies of Academic and Professional certificates and three (3) names of referees, two (2) of whom must be professionally acquainted with the applicant to the following address:

The General Secretary

The United Church of Zambia, Synod Headquarters

P.O Box 50122

LUSAKA

Email: uchurchofzambia@gmail.com

The closing date for receiving applications will be 14th February, 2025.

