



# THE UNITED CHURCH OF ZAMBIA

## University

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### EMPLOYMENT OPPORTUNITY

The United Church of Zambia University (UCZ University) is a Private institution of Higher Learning owned by the United Church of Zambia. UCZ University 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 position of **Centre Coordinator**. Centre Coordinators will be based in the following Towns or Cities:

1. Livingstone
2. Mongu
3. Choma
4. Chipata
5. Mpika
6. Kasama
7. Solwezi
8. Kabwe
9. Lusaka
10. Mansa

### CENTRE COORDINATOR

The role calls for strategic and general management of the Centre to accomplish UCZ University 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 Registrar, the Centre Coordinator, *Inter alia*, is administrative officer of the Centre and is responsible for implementing the decisions of the University at the Centre and the region. The

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Job holder will provide strategic direction, leadership and excellence in the development and management of the UCZ University programmes and activities at the Centre and the province.

The candidate should possess excellent analytical, interpersonal, oral and written communication skills and a high degree of maturity.

### **Main Duties and Accountabilities**

- Ensuring introduction of UCZ University programmes and activities at the Centre and the province;
- Direct functions pertaining to student registration, admissions, administration of examinations and general academic affairs of the University at the Centre;
- Promoting the UCZ University vision, mission, core values and strategic activities;
- Ensure compliance with legal requirements in the delivery of programmes at the Centre;
- Plan, direct and maintain infrastructure utilization in order to ensure an acceptable learning environment at the Centre;
- Ensure timely, effective and efficient dissemination of University general information within and outside the Centre;
- Responsible for student academic administration at the Centre
- Responsible for Staff health and welfare at the Centre;
- Maintain a conducive work atmosphere for learning and teaching to take place;
- Marketing and promoting UCZ University programmes and services;
- Facilitating recruitment, training and supervision of full-time and part-time teaching staff as well as Support staff at the Centre;
- Providing responsive learner support services
- Securing and managing physical facilities required for the UCZ University activities;
- Liaising with and/or collaborating with partner institutions, organizations and government departments ;
- Facilitating rigorous recruitment of students;
- Ensuring quality assurance in the deliverance of UCZ University programmes and activities.

### **Qualifications and Experience required**

- Grade 12 or form V Certificate with 5 “O” level Credits which should include English language;
  - A Bachelor’s degree from a reputable Institution of Higher Learning;
  - A postgraduate qualification and a track record of managing institutions will be an added advantage;
  - All academic qualifications must be verified by the Zambia Qualifications Authority (ZAQA);
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- Preferably a Zambian Citizen;
- A Christian in good standing;
- Must have a Drivers Licence.

### **Tenure**

- Three (3) years contract. Subsequent contract offers will depend on satisfactory performance of duty;

### **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 Registrar

The United Church of Zambia University

P.O Box 20429

**KITWE.**

Email: [registrar@uczuniversity.org](mailto:registrar@uczuniversity.org), [admin@uczuniversity.org](mailto:admin@uczuniversity.org),

The closing date for receiving applications will be 23<sup>rd</sup> March, 2025.

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