THE COPPERBELT UNIVERSITY

OFFICE OF THE REGISTRAR

JOB OPPORTUNITIES

PUBLISHED 26TH DECEMBER, 2024

The Copperbelt University is a Public University established through an Act of Parliament No. 19 of 1987. The University's core business is Teaching, Research, Innovation, Industrialisation and Community Engagement as a service to the nation. The University is an equal opportunity employer and hereby invites applications from suitably qualified and experienced for appointment in the following positions:

1. DEAN OF STUDENTS

i.   Job Title: Head Counsellor   (1 Position)

Job Purpose:

To superintend over the Counselling Centre and coordinate planning and implementation of the general counselling services for students and members of staff.

Main Duties and Accountabilities:

- Develop counselling policies and strategies that responds to the Academic, Psychosocial and Career Development of students.
- Coordinate the administration and supervising of members of staff in the counselling section.
- Plan and develop counselling programmes and activities to meet particular needs of students and other clients utilizing general counselling services.
- Coordinate, supervise and monitor counselling activities in the University to ensure that appropriate services are given to students and clients.
- Counsel students/clients and assists them to improve their understanding of their problems and secure their cooperation in coping with them and determine the type of assistance required.

- Interview students/Clients and investigate the nature, extent and causes of the problems, taking into account the social, economic, environmental, medical, psychological and other potentially relevant factors.
- Make follow-ups on the progress of students/clients after immediate problems have been overcome.
- Recommend for leave of absence or withdrawal with permission from academic schools for students experiencing psychosocial distress and other related problems.
- Prepare and submit monthly and annual reports on all counselling activities and process relevant documentation for the consideration of Management.
- Arrange the provision of appropriate assistance such as financial, employment, placement, medical treatment and recreation opportunities.
- Contribute to the development of the departmental budget.
- Perform any other duties as may be assigned by the Supervisor.

Required Competencies and Behavioral Attributes:

- Mature and self-driven, with high level of problem solving, Counseling and Guidance skills;
- Excellent command of English (Written and Oral);
- High interpersonal skills and a good communicator; and
- IT skills: Ability to work confidently with Microsoft Word, Excel and PowerPoint.

Qualifications and Experience:

- Grade 12 Certificate with a minimum of 5 'O' levels with Credit or better including English and Mathematics;
- Minimum of a Bachelors' degree in Guidance and Counselling, Education Psychology, Psychology or Social Work.
- A Master's degree in Guidance and Counselling, Education Psychology, Psychology, Social Work will be an added advantage
- Minimum of 3 years of work experience in counselling and guidance at a reputable educational institution.

Reporting Relationship:
- **Immediate Supervisor**: Dean of Students

Salary Scale: PSS 03

2. DIRECTORATE OF PROJECTS, PROPERTY AND SERVICES

i. Job Title: Public Health Officer   (1 Position)

Job Purpose:

To develop health promotion and disease prevention strategies of the University so as to facilitate the implementation of comprehensive primary health care programmes.

Main Duties and Accountabilities:

- Plan and manage the implementation of health promotion and disease prevention strategies of the University's public health care programmes.
- Plan and implement capacity-building strategies for the University health educators, volunteer peer educators and health committee members in all areas of operation.
- Provide the University public health reports as required.
- Improve the quality of health promotion and disease prevention activities through supervision of key staff, analysis and dissemination.
- Develop and implement sensitization and awareness strategies on diseases prevention and management of any pandemic.
- Formulate and implement the University public health programme budget.
- Manage the implementation of the HIV/AIDS workplace policy and HIV/AIDS mainstreaming activities.
- Act as a link with the Ministry of Health and facilitate participation with other stakeholders.
- Perform any other duties as may be assigned by the supervisor.

Required Competencies and Behavioral Attributes:

- Abilities in community engagement and health program management.
- Crisis management and response skills.
- Collaboration and partnership building skills.
- Strong communication, interpersonal, and presentation skills.
- Ability to work effectively in a team and independently.
- Strong problem-solving skills and a proactive attitude.

Qualifications and Experience:

- Full Grade 12 certificate with 5 'O' level Credits or better, including English and Mathematics.
- Minimum of a Degree in Public Health, Environmental Health, Public Health Nursing or any related field.
- Master's Degree in Public Health, Environmental Health, Public Health Nursing or any related field will be an added advantage.
- Minimum of 3 years practical working experience in public health, health promotion, or community health programs in a reputable institution.
- Must possess knowledge of Zambia's healthcare system, policies, and public health.
- MUST be a registered member of the Medical Council of Zambia.

Reporting Relationship

- **Immediate Supervisor**: Director – Projects, Planning and Services.

Salary Scale: PSS 03

3. DIRECTORATE OF INFORMATION COMMUNICATION TECHNOLOGY

i. Job Title: Head – Systems and Software Development   (1 Position)

Job Purpose

To plan, execute, and finalise projects according to strict deadlines and within budget including overseeing quality control throughout software development life cycle.

Main Duties and Responsibilities:

- Supervise and motivate software development members of staff, and influence them to take positive action and accountability for their assigned work.
- Direct and manage software development project from beginning to end.
- Build, develop and grow business relationships vital to the success of the department and the University at large.
- Build capacity to enhance and achieve the University development strategic plan.
- Identify gaps in the software industry, and develop such gaps into solutions.
- Define software development project scopes, goals and deliverables that support business goals.
- Develop and deliver progress reports, proposals, requirements documentation, presentations, and project milestones.
- Perform any other duties as may be assigned by the Director.

Required Competencies and Behavioural Attributes:

- Advanced level (knowledge and experience) of programming languages and methodologies.
- Be able to produce documentation, reports and design plans.
- Must have strong analytical and problem-solving skills.
- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.
- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- Minimum of a Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent.
- Master's Degree in Computer Science, Information Technology, or equivalent.

- Minimum seven (7) years working experience in ICT systems or software development, three (3) of which must have been at senior or middle management level.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship

- **Immediate Supervisor**: Director – Information Communication Technology

Salary Scale: PSS 02

ii. Job Title: ICT Training Consultant   (1 Position)

Job Purpose

To plan and implement the delivery of the University's ICT training programmes.

Main Duties and Responsibilities:

- Prepare high quality, in-house training documents and materials.
- Prepare and deliver high quality, in-house ICT training courses.
- Deliver training programmes in both formal (e.g. a classroom) and informal (e.g. floor-walking) setting.
- Maintain appropriate records of learner development and also resource allocation.
- Ensure that the learning environment and resources support learner needs.
- Prepare the learning environment and resources, including setting up of IT equipment where appropriate.
- Support and coach learners using learning technologies to deliver skills.
- Evaluate new ICT products to determine the potential for training delivery.
- Develop and deliver high quality ICT short courses to external clients for the purposes of revenue generation.
- Perform any other duties as may be assigned by the supervisor.

Required Competencies and Behavioural Attributes:

- Ability to design and develop training programs and instructional materials.
- Be able to produce documentation, reports and design plans.
- Must have strong analytical and problem-solving skills.
- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.
- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.

- Minimum of a Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent.
- Minimum three years (3) working experience in a reputable organization within a training environment.
- Experience in offering ICT training programmes and consultancy is required.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship

- **Immediate Supervisor**: Senior - ICT Training Consultant

Salary Scale: PSS 04

iii.   Job Title: Senior Software Developer   (1 Position)

Job Purpose

To lead the software development team so as to define and refine project models that are employed.

Main Duties and Responsibilities:

- Design and develop the methodologies that have to be used in any software development project.
- Analyse systems specifications and translate systems requirements to task specifications for subordinates.
- Develop full-scale project plans and associated communications documents.
- Communicate project expectations to team members in a timely and clear manner effectively.
- Draft and submit project budget proposals, and recommend subsequent budget changes where necessary.
- Liaise with project stakeholders on an ongoing basis.
- Developing and proofing the program to develop needed changes to assure production of a quality product.
- Maintain internal and external client databases and system backups.
- Perform any other duties as may be assigned by the Supervisor.

Required Competencies and Behavioural Attributes:

- Must possess knowledge and experience of software development, ICT systems and applications.
- Must have strong analytical and problem-solving skills.
- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.
- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- Minimum of a Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent.
- Minimum Five (5) Years work experience as Software Developer, with at least two (2) years as Senior Software Developer or with a Supervisory role in Software Development.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship

- **Immediate Supervisor**: Head – System and Software Development

Salary Scale: PSS 03

iv.   Job Title: Software Developer   (1 Position)

Job Purpose:

To be responsible for interpreting software design concepts and requirements and translating them into usable applications.

Main Duties and Responsibilities:

- Design and develop software systems as directed by the project budget and methodology.
- Test newly developed programs to ensure that logic and syntax are correct, and that program results are accurate.
- Document all system codes and logic on the projects assigned.
- Ensure implementation software systems developed.
- Ensure that all developed software is consistently upgraded to address new challenges.
- Regularly release upgrades for the systems to address technology changes and gaps.
- Perform any other duties as may be assigned by the Supervisor.

Required Competencies and Behavioural Attributes:

- Must have knowledge of third-generation languages such as JAVA, C#, PHP, ASP.Net.
- Be able to produce documentation, reports and design plans.
- Must have strong analytical and problem-solving skills.
- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.
- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent from a recognized institution.
- Minimum two (2) years working experience in a similar role in a reputable organisation.
- Experience in programming languages and should be flexible enough to integrate systems.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship:

- **Immediate Supervisor**: Senior Software Developer

Salary Scale: PSS 04

V.   Job Title: Network Administrator (LAN/WAN)   (1 Position)

Job Purpose:

To manage the ICT Network Infrastructure.

Main Duties and Responsibilities:

- Design, supports and maintains networking and telecommunications systems
- Manage digital traffic on the Intranet and Internet Bandwidth.
- Establish network specifications by conferring with users; analyzing workflow, access, information and security requirements; router administration, including interface and routing protocols configuration.
- Evaluate network performance issues including availability, utilization, throughput and latency.
- Plan and execute the selection, installation, configuration, and testing of network equipment, including defining network policies and procedures and establishing connections.
- Design, support and maintains wireless network infrastructure.
- Perform network monitoring, analysis and reporting.
- Maintain up to date documentation of all ICT network installations.
- Perform any other duties as may be assigned by the Supervisor.

Required Competencies and Behavioural Attributes:

- Must have knowledge ICT network management and administration.
- Be able to produce documentation, reports and design plans.
- Must have strong analytical and problem-solving skills.
- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.

- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent from a recognized institution.
- Two (2) years of working experience in ICT network management and administration.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship:

- **Immediate Supervisor**: Senior ICT Operations Officer

Salary Scale: PSS 04

Vi.   Job Title: Technical Administrator – Software   (1 Position)

Job Purpose:

To provide ICT first and second line technical support in the University.

Main Duties and Responsibilities:

- Ensure that all user applications in the university run smoothly and, with minimal downtime.
- Provide technical assistance to customer software queries and service requests.
- Provide technical assistance to the ICT End User Support Officers on escalated software and hardware problems.
- Keep inventory of all licensed university software and implements measures to prevent the use of pirated software on university ICT equipment.
- Carry out periodic or scheduled maintenance on the institutional ICT equipment.
- Keep inventory of all institutional end-user hardware equipment.
- Recommends upgrades of existing software and acquisition of new ones as the need arises.
- Provide technical support on all ICT equipment to improve their performance.
- Make recommendations for procurement of required equipment spares and generates specifications.
- Manage user expectations of response time and issue resolution.
- Identify and recommend upgrades or replacement of ICT equipment that may be uneconomical to maintain.
- Performs any other duties as may be assigned by the Supervisor.

Required Competencies and Behavioural Attributes:

- Must have knowledge of ICT systems, software and hardware.
- Be able to produce documentation, reports and design plans.
- Must have strong analytical and problem-solving skills.

- Have the skills to work in team settings and Communicate effectively.
- Have enthusiasm and be goal-oriented.
- Continue to learn about industry trends and developments.
- Be efficient, dependable and professional.
- Have sound analytical thinking and be able to meet project deadlines.

Qualifications and Experience:

- Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- Bachelor's Degree in Computer Science, Information Technology, Information Systems or equivalent from a recognized institution.
- Three (3) years of working experience in ICT technical support.
- Must be a member of the Information and Communication Technology Association of Zambia.

Reporting Relationship:

- **Immediate Supervisor**: Senior ICT Operations Officer

Salary Scale: PSS 04

Interested applicants meeting the above requirement should submit signed application letters, a detailed Curriculum Vitae, ZAQA validated copies of Academic Certificates, certified Professional Certificates, National Registration Card (NRC) and three (03) names of referees, two (02) of whom must be Professionally acquainted with the applicant.

The applications in hard copies should be submitted to the undersigned no later than **Friday, 10th January 2024** or soft copies (as a single pdf file) to **jobs@cbu.ac.zm**. The application should be addressed to:

The Registrar
The Copperbelt University
Plot 4692, Jambo Drive, Riverside
P O Box 21692
KITWE

NOTE: Only shortlisted candidates will be contacted

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