



MUKUBA UNIVERSITY
OFFICE OF THE REGISTRAR
External Advertisement

The University is hereby inviting applications from the public for the under listed Academic and Non-Academic Positions.

1. POSITION: INTERNAL AUDITOR (1) – MMS 02

JOB PURPOSE: To plan, execute and oversee internal audits across the University, assessing controls, risk management processes and governance practices, while ensuring all audit assignments adhere to internal audit methodology and reflect industrywide best practices.

KEY ACCOUNTABILITIES

1. Plan, execute and manage audit engagements across the University, including developing audit programs, performing testing, evaluating results and documenting findings in line with professional and University standards;
2. Identify and assess financial, operational, compliance and IT-related risks, providing practical and cost-effective recommendations to improve governance and controls;
3. Perform quality assurance reviews of audit engagements, including issue validation, retrospective, horizontal, targeted and team-based reviews, ensuring compliance with IIA and ISACA standards;
4. Provide guidance, training and support to audit teams and stakeholders, reinforcing methodology, professional standards and best practices;
5. Apply internal control concepts and evaluate exposures, ensuring controls operate effectively across University processes;
6. Monitor audit execution and remediation progress, review draft reports and collaborate with teams and stakeholders to finalize recommendations;
7. Maintain knowledge of the University's business processes, policies, procedures, governance practices and regulatory obligations to inform audits and recommendations;
8. Develop, update and maintain internal audit policies, procedures and methodology frameworks, supporting continuous improvement in audit quality and processes;

9. Report financial irregularities and critical audit issues promptly to facilitate timely remedial action;
10. Support ad hoc projects and Departmental strategic initiatives; and Perform any other duties as may be assigned by the Supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Full Grade 12 or Form V Certificate with Five (5) 'O' level Credits or better including English and Mathematics;
2. Bachelor's Degree in Accounting/Finance and /or professional accounting qualifications (ZICA, ACCA, CIMA);
3. Minimum Four (4) years' work experience in Internal or External Audit or Accounting; and
4. Fully registered and paid-up member of the Zambia Institute of Chartered Accountants (ZICA), with a minimum of Associate Membership.

2. POSITION: ADMINISTRATIVE OFFICER - HRA (1) – ADS/PTS 05

JOB PURPOSE: Manage daily Central Registry operations, provide executive support to Deputy Registrar, and complete clerical tasks of all types. The Administrative Officer (HR) also serves as the point of contact for all employees, providing administrative support and managing their queries.

KEY ACCOUNTABILITIES

1. Maintain an up to date HR database, and produce monthly reports for forecasting, planning and other purposes

Ensure proper filling, folio-marking and general management of all correspondence and files, ensuring high levels of confidentiality
2. Assist in carrying out a wide range of Human Resource functions such as: preparation of advertisements, short listing, coordinating interviews, orientation, performance appraisal, ascertaining training needs; attending to staff welfare matters; separations; etc.
3. Assist in the supervision of junior staff in the Registrar's Department
4. Assist in the regulation and maintenance of an efficient transport management system; and in the efficient recording and utilisation of University properties and assets
5. Devise periodic repair and replacement plans for office equipment and other items in line with approved budget
6. Make stores requisitions for items in the Department, and other units to which Job holder is attached
7. Manage Petty Cash if appointed as Petty Cash Holder, in line with Petty Cash Policy
8. Take minutes of the Departmental and other designated meetings within the University
9. Any other related responsibilities as assigned

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Grade 12 certificate with 5 "O" levels
2. A minimum of a Diploma in Human Resource, Business Administration, Law or any related field.
3. At least 2 years' related experience.

3. POSITION: ASSISTANT AUDITOR (1) - ADS/PTS 04

JOB PURPOSE: To be responsible for the maintenance of an up-to-date filing system for audit working papers, carry out routine audit investigations on a risk-based and recommend corrective action. To assist in conducting reviews of assigned organizational and functional responsibilities.

KEY ACCOUNTABILITIES

1. Actively participates in the preparation of work manuals, procedures and related documentation.
2. Inspects assets of the University to ensure that they are promptly recorded, accounted for and adequately safeguarded against risk and misappropriation.
3. Participates in the preparation of departmental annual budgets.
4. Inspects and verifies negotiable securities and accounts receivables and payables.
5. Checks cancelled cheques and receipts for cash payments and purchases.
6. Participates in the preparation of quarterly and annual operational performance reports.
7. Perform any other duties as may be assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Grade twelve (12) School Certificate with Five (5) credits or better including English and Mathematics or its equivalent.
2. Level II ACCA, CIMA Management level/ZICA Licentiate/ Diploma in Accountancy or its equivalent
4. Fully paid up ZICA member
5. At least two (02) years of practical work experience in an audit environment will be an added advantage.

4. POSITION: STUDENT COUNSELLOR (1) – ADS/PTS 03

JOB PURPOSE: To provide counselling for academic related concerns to students and the University community. Participate in counselling students presenting with emotional, psychosocial and academic concerns or problems in order to provide effective guidance on how to deal with them.

DUTIES AND KEY PERFORMANCE AREAS (KPAS)

1. Interview students or clients and investigate the nature, extent and causes of the problem, taking into account of social, economic, environmental, medical, psychological and other potentially relevant factors.

2. Liaise with various Schools regarding students whose performance is affected as a result of their psychosocial problems to effect corrective measures.
3. Work hand in hand with families of students (if need arises or by request of client) experiencing psychosocial and academic problems.
4. Actively prepare, conduct or facilitate talks, tutorials or seminars and different aspects of socio-cultural and academic life of students, including study skills, time management, examination preparations and rules for living on campus.
5. Ensure that the students admitted at various health centres receive appropriate emotional and psychosocial support with a bias towards academics.
6. Effectively Investigate personal and social backgrounds of students or clients suffering from mental disorders or psychological maladjustment to discover factors relevant to diagnosis and treatment.
7. Develop and submit quarterly reports to superior for management action.
8. Represents the unit on various academic boards of studies at school level.
9. Perform any other duties as may be assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED

1. Grade twelve (12) School Certificate with Five (5) credits or better including English and Mathematics or its equivalent.
2. Bachelor's Degree in any of the following fields: Psychology, Guidance and Counselling, Social Work or its equivalent.
3. With 2 years of counselling experience at tertiary level or general social work.
4. Membership of Professional bodies for Zambia Counsellors is mandatory.

KEY SKILLS AND COMPETENCIES REQUIRED

1. Exceptional listening skills to fully understand the student's issues before offering help, identify the details and adjust solutions accordingly.
2. Good interpersonal and communication skills as well as be able to work with highly energized young people with all types of personalities.
3. Exceptional problem – solving skills to address a variety of psycho-social issues.
4. Efficient, perceptive, goal oriented, flexible, dependable, professional with sound analytical skills and be able to meet deadlines.
5. Computer literate

5. POSITION: CHIEF SECURITY OFFICER (1) – ADS/PTS 05

JOB PURPOSE: To identify training needs, organize and conduct security operations in order to ensure optimum protection of the University property and lives. To conduct inquiries and ascertain who committed crimes.

1. Grade twelve (12) School Certificate with Five (5) credits or better including English and Mathematics or its equivalent.
2. Police or Military training to a rank of Inspector/Commissioned Military Service officer
3. Must not have any criminal records
4. At least 30 years of age
5. Two (2) years of practical experience as an Inspector in the Police or Commissioned Military Service.

6. POSITION: SOFTWARE DEVELOPER (01) - ADS/PTS 03

JOB PURPOSE: To develop and maintain high quality software solutions for the University.

KEY PERFORMAMANCE AREAS (KPAS)

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

QUALIFICATIONS REQUIRED:

1. Grade 12 Certificate with 5 Credits or better that must include English and Mathematics
2. Must have a minimum of a Bachelor's degree in Computer Science or Degree in Information Technology
3. Must have a minimum of three (3) years practical and relevant work experience

4. Must possess relevant professional certificates such as MCSD, CSSLP and Java
5. Must have demonstrable hands on experience with database design and administration (MSSQL, MySQL, PostgreSQL, etc)
6. Must have experience with mobile application development (Android/IOS)
7. Experience in PHP, Java, JavaScript, HTML, CSS, Net Platform
8. Must have experience with version control systems (SVN, CVS, Git, etc)
9. Must have experience with Linux as well as Windows systems
10. Must be a fast learner
11. Must have high levels of integrity.

KEY SKILLS AND COMPETENCIES REQUIRED

1. Be able to produce documentation, reports and design plans.
2. Must have strong analytical and problem-solving skills.
3. Have the skills to work in team settings and Communicate effectively.
4. Have enthusiasm and be goal-oriented.
5. Continue to learn about industry trends and developments.
6. Be efficient, dependable and professional.
7. Have sound analytical thinking and be able to meet project deadlines.

7. POSITION: STORES ASSISTANT (01) - ADS/PTS 07

JOB PURPOSE: To support the Stores Unit in its daily operation in order to realize the institutional strategic objectives.

KEY PERFORMANCE AREAS (KPAS)

1. Receives, physically checks and inspects materials of varied nature coming into Stores to ensure that the materials comply with order specifications.
2. Issues and scrutinizes approvals on all stores requisitions to ensure their authenticity before any issues can be made.
3. Maintains a high standard of cleanliness and makes sure the stores are under lock to prevent unauthorized entry.
4. Stores or bins conforming materials into the right storage places.
5. To ensure timely accurate update of all bin cards and other stores records.
6. Updates all computer records using access dimension systems.

7. Perform any other duties as may be assigned by the supervisor

QUALIFICATIONS REQUIRED:

1. Grade 12 Certificate with 5 Credits or better that must include English and Mathematics
2. Grade 12 or Form V Certificate (or its equivalent) with 5 "0" levels including English Language and Mathematics.
3. Must have a Certificate in Procurement and Supply Chain Management, CISP or ZIPS.
4. A Diploma in Procurement and Supply Chain Management, CISP or ZIPS will be an added advantage.
5. Minimum of two (2) years of working experience required.
6. Experience in an academic institution will be added advantage.
7. Valid Membership to a professional body.

KEY SKILLS AND COMPETENCIES REQUIRED

1. Be able to demonstrate knowledge of Stores Management processes or procedures.
2. Excellent interpersonal and communication skills.
3. Excellent written and oral presentation skills.
4. Takes responsibility for actions, projects, and work under own direction.
5. Ability and willingness to work as part of a team and contribute fully to the work of the Department.

A. SCHOOL OF MATHEMATICAL AND NATURAL SCIENCE

LECTURERS (18 Positions)

Job Purpose: The job purpose for each of the lecturing positions below shall be: to design, develop and produce learning and teaching material and to ensure the efficient and effective delivery of teaching programmes to undergraduate and postgraduate students and undertake research activity in the university in accordance with the University's strategy, policy and procedures.

1. Lecturer in Nursing (02 positions)

Requirements

- (i) Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Nursing from a reputable and accredited University.

- (iii) Having an MSc in Midwifery, Mental Health or Psychiatric Nursing from a reputable and accredited University.
- (iv) A PhD in Midwifery, Mental Health, Psychiatric Nursing or Nursing will be an added advantage.
- (v) Must be a registered member of the Nursing and Midwifery Council of Zambia with a valid practicing license.
- (vi) Must have at least two years' experience as a practicing nurse in a reputable health institution.
- (vii) Having experience as a tutor/lecturer in a reputable Nursing training institution will be an added advantage.
- (viii) Must be computer literate.

2. Lecturer in Biomedical Sciences (Parasitology, Microbiology or Haematology) (01)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Biomedical Sciences from a reputable and accredited University.
- (iii) Must have an MSc in Parasitology, Microbiology or Haematology from a reputable and accredited University.
- (iv) Having a PhD in Biomedical Science related field is an added advantage.
- (v) Must have a valid practicing license from the appropriate professional body.
- (vi) Teaching and research experience is an added advantage.
- (vii) Proof of research publications will be an added advantage.

3. Lecturer in Public Health (01 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Public Health from a reputable and accredited University.
- (iii) Must have an MSc in Public Health from a reputable and accredited University.
- (iv) Having a PhD in Public Health or related field is an added advantage.
- (viii) Teaching and research experience is an added advantage.

- (v) Must have a valid practicing license from the appropriate professional body.
- (vi) Proof of research publications will be an added advantage.

4. Lecturer in Clinical Sciences (02 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Clinical Medicine/Sciences/ Bachelor of Medicine /Bachelor of Surgery from a reputable and accredited University.
- (iii) Must have an MSc in Clinical Medicine/ Surgery/ Obstetrics and Gynaecology/Anatomy/Physiology/Medicine/Clinical Science from a reputable and accredited University.
- (iv) Having a PhD in Clinical Medicine/ Surgery/Clinical Science is an added advantage.
- (v) Teaching and research experience is added advantage.
- (vi) Must have a valid practicing license from the appropriate professional body.
- (vii) Proof of research publications will be an added advantage.

5. Lecturer in Environmental Health (02 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Environmental Health from a reputable and accredited University.
- (iii) Must have an MSc in Environmental Health from a reputable and accredited University.
- (iv) Having a PhD in Environmental Health or related field is an added advantage.
- (v) Teaching and research experience is added advantage.
- (vi) Must have a valid practicing license from the appropriate professional body.
- (vii) Proof of research publications will be an added advantage.

6. Lecturer in Pharmacy (02 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a Bachelor of Pharmacy from a reputable and accredited University.
- (iii) Must have an MSc in Pharmacy / Master of Pharmacy / Medicinal Chemistry / Pharmacology / Pharmaceutics / Industrial Pharmacy / Clinical Pharmacy from a reputable and accredited University.
- (iv) Having a PhD in Pharmacy or related field is an added advantage.
- (v) Teaching and research experience is added advantage.
- (vi) Must have a valid practicing license from the appropriate professional body.
- (vii) Proof of research publications will be an added advantage.

7. Lecturer in Biotechnology (01 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) An earned Bachelor of Science in Biotechnology/Biological Sciences (Biotechnology Major) from a reputable and accredited University.
- (iii) Must have an MSc in Biotechnology from a reputable and accredited University.
- (iv) A PhD in Biotechnology will be an added advantage.
- (v) Teaching and research experience is added advantage.
- (vi) Proof of research and publications will be an added advantage.

8. Lecturer in Computer Science (03 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in Computer Science/Software Engineering/ Information Technology/Information Systems from a reputable and accredited University.
- (iii) Must have an MSc in Computer Sciences with specialisation in Programming/Information Technology/ Software Engineering

- /Networking/ Information Systems or Artificial Intelligence from a reputable and accredited University.
- (iv) A PhD in Computer Sciences with specialisation in Programming/Information Technology/ Software Engineering /Networking/ Information Systems or Artificial Intelligence will be an added advantage.
 - (v) Teaching and research experience is added advantage.
 - (vi) Proof of research and publications will be an added advantage.

9. Lecturer in Biochemistry (02 positions)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a Bachelor's degree in Biochemistry, Chemistry or related fields from a reputable and accredited University.
- (iii) Must have a Master's Degree in Biochemistry from a reputable and accredited University.
- (iv) A PhD in Biochemistry will be an added advantage.
- (v) Teaching or research experience at tertiary level.
- (vi) Proof of research and publications will be an added advantage.

10. Lecturer in Actuarial Science (02 positions)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a Bachelor's degree in Actuarial Science, Financial Mathematics, Mathematics or Statistics.
- (iii) Must have a Master's Degree in Actuarial Science from a reputable and accredited University.
- (iv) A PhD in Actuarial Science will be an added advantage.
- (v) Teaching or research experience at tertiary level.
- (vi) Proof of research and publications will be an added advantage.

B. LECTURER POSITIONS IN THE SCHOOL OF AGRICULTURE AND ENVIRONMENT SCIENCES.

LECTURERS (4 Positions)

Job Purpose: The job purpose for each of the lecturing positions below shall be: to design, develop and produce learning and teaching material and to ensure the efficient and effective delivery of teaching programmes to undergraduate and postgraduate students and undertake research activity in the university in accordance with the University's strategy, policy and procedures.

1. Lecturer in Natural Resource management (01 position)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) An earned Bachelor of Science in Natural Resource Management/Geography/Forestry/Environmental Science from a reputable and accredited University.
- (iii) Must have an MSc in Geography, Natural Resource management, Environmental Science, Ecology, Forestry or closely related field from a reputable and accredited University.
- (iv) A PhD in a relevant field will be an added advantage.
- (v) Teaching and research experience: a minimum of 2-3 years teaching experience is added advantage.
- (vi) Proof of research and publications will be an added advantage.

2. Lecturer in GIS/Remote Sensing and Environmental Modelling (01 position; Re-advertised)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a BSc in GIS & Remote Sensing/Natural Resource Management/ Environmental Management, Forestry/Geography from a reputable and accredited University.
- (iii) Must have an MSc in Geo-Information Science/GIS & Remote Sensing/Natural Resource Management/ Environmental Management, Forestry/ Geography from a reputable and accredited University.
- (iv) A PhD in Geo-Information Science/GIS & Remote Sensing/Natural Resource Management/ Environmental Management, Forestry/ Geography will be an added advantage.

- (v) Teaching and research experience is added advantage
- (vi) A relevant, demonstration of effective academic leadership and knowledge of any of the following; Geographic Information System (GIS), Cartography, Quantitative Techniques and Spatial Modelling will be added advantages.
- (vii) Proof of research publications will be an added advantage.

3. Lecturer in Animal Science (02 positions)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science.
- (ii) Must have a Bachelor's degree in Animal Science or Agriculture Science (Animal Science) or any related field from a reputable and accredited University.
- (iii) Must have a Master's Degree in Animal Science, Animal Nutrition, Animal Breeding and Genetics, Animal Physiology, or a related discipline from a reputable and accredited University.
- (iv) A PhD in a related field will be an added advantage.
- (v) Teaching or research experience at tertiary level.
- (vi) Proof of research and publications will be an added advantage.

C. LECTURER POSITIONS IN THE SCHOOL OF APPLIED SCIENCE AND TECHNOLOGY

LECTURERS (2 Positions)

Job Purpose: The job purpose for each of the lecturing positions below shall be: to design, develop and produce learning and teaching material and to ensure the efficient and effective delivery of teaching programmes to undergraduate and postgraduate students and undertake research activity in the university in accordance with the University's strategy, policy and procedures.

1. Lecturer in Tourism and Hospitality Management (Hotel and Catering Specialisation) (01 position)

Requirements

- (i) Grade 12 School Certificate with at least Five Credits, including Mathematics and English.
- (ii) Bachelor's Degree in Tourism and Hospitality Management or equivalent.
- (iii) Master's Degree in Hospitality Management, Tourism Management, Hotel Management, or related field.
- (iv) PhD in Tourism and Hospitality Management or related field will be an added advantage.
- (v) Minimum of two (2) years lecturing or training experience at tertiary level.

2. Lecturer in Hospitality and Tourism Management (Tourism and Travel Management Specialisation)

Requirements

- (i) Must have a Grade 12 or Form V Certificate or its equivalent with Five (05) Credits or better that must include English Language, Mathematics and Science. Grade 12 School Certificate with at least Five Credits, including Mathematics and English
- (ii) Bachelor's Degree in Tourism and Hospitality Management or a related discipline.
- (iii) Master's Degree in Tourism Management, Hospitality and Tourism Management, Tourism Planning and Development, Travel Management, or a related field. A
- (iv) PhD Tourism and Hospitality Management of related field will be an added advantage.
- (v) Minimum of two (2) years lecturing experience at a recognised tertiary institution.
- (vi) Demonstrated teaching competence in Tourism Planning, Travel Management, Cultural Heritage Tourism, International Tourism, and Tourism Marketing.
- (vii) Evidence of research, publications, and supervision of student projects will be an added advantage.
- (viii) Industry experience in tourism planning, destination management, travel operations, tourism marketing, or cultural heritage management will be an added advantage.
- (ix) Membership in relevant professional associations will be desirable.

3. Lab Instructor – Hospitality and Tourism Management (1 Position)

Job Purpose: The Lab Instructor will be responsible for facilitating practical training sessions and supporting students in developing hands-on skills in hospitality operations, food production, catering, hotel service management and tourism operations.

Qualifications and Experience

- (i) Grade 12 School Certificate with at least Five Credits, including Mathematics and English
- (ii) Bachelor's Degree in Hospitality and Tourism Management or related field.
- (iii) Minimum of two (2) years relevant industry experience.

Procedure for Application Submission

Interested persons who meet the stated requirements for any of the positions should submit their applications enclosing detailed curriculum vitae, certified copies of academic and professional certificates and names of three (3) traceable

referees, two (2) of whom must be professionally acquainted with the applicant to:

**The Registrar,
Mukuba University,
Itimpi, off Chingola Road,
P.O. BOX 20382,
KITWE.**

E-mail: jobs@mukuba.edu.zm cc: registrar@mukuba.edu.zm

Closing date for receipt of applications is Friday, 10th July, 2026