****

**KWAME NKRUMAH UNIVERSITY**

**COUNCIL OFFICE**

**VACANCY ANNOUNCEMENT: POSITION VICE-CHANCELLOR AND DEPUTY VICE CHANCELLOR**

The Council of the Kwame Nkrumah University (KNU) intends to appoint a Vice-Chancellor and Deputy Vice Chancellor to assume offices from the first quarter of 2019.

**ABOUT THE UNIVERSITY**

Currently offering three degree programs namely; Bachelor of Arts with Education in the Humanities and Social Sciences, Bachelor of Science with Education in the Natural Sciences and Bachelor of Business Studies with Education under the School of Business Studies, Kwame Nkrumah University (KNU) is a Public University in Zambia which was created through a Statutory Instrument Number 106 of 2013 (hereinafter called “The Kwame Nkrumah University (Declaration) Order, 2013”). Before it became a University, it was a College of Education under the Ministry of General Education. There are two campuses i.e, the Main Campus and the East campus both located in the Central Business District of the city of Kabwe which is approximately 145 kilometres by road, north of Lusaka, the capital city of Zambia.

As of January 2018, the university had 74 full time Academic Members of Staff, 174 Other Staff and approximately 9, 950 students. The University is governed by the University Council.

As a new, young and dynamic University which is still growing Kwame Nkrumah University needs dynamic Leadership to steer it to higher heights beyond the current number and quality of offered programmes.

The Search Committee acting on behalf of the University Council, therefore, invites applications from suitably qualified individuals for the appointment to the two said positions.

**1.0 VICE CHANCELLOR**

**Job Purpose**: Reporting to the University Council, the Vice Chancellor (VC) is responsible for strategic leadership in academic, administrative and financial management of the institution in attaining its role in the country’s economic, social and cultural growth and development through teaching, research, public service and innovation. As the Chief Executive Officer, the VC is the face and Chief Spokesperson of the University. Where the Chancellor is unable to do so, the VC presides at the ceremonial assemblies of the University and confer all degrees and other academic titles and distinctions of the University.

**Main Accountabilities**: The Vice Chancellor shall lead the development of the

University’s educational strategic goals, frameworks and policies including the following:

* Implementing the University growth and development plans.
* Supporting the country’s human capital development.
* Promoting good labour relations within the University.
* Have direct oversight of day to day operations of the core academic activities.
* Ensuring educational quality assurance and compliance.
* Providing leadership in resource mobilization and management.
* Having oversight on student service, welfare and academic support.
* Creating and maintaining networks with partners.
* Developing and building partnerships with other Universities, government and nongovernmental organizations as well as, bilateral and multilateral donor communities.
* Setting a tone for institutional integrity, transparency and high performance driven culture in the University.

**Qualifications and experience**

* Holder ofauthenticated earned PhD, Masters and Bachelors Degrees from accredited and recognised Universities.
* A globally renowned scholar who must have attained at least the rank of Associate Professor or an individual of similar stature.
* Accomplished record of scholarship, research, teaching and public service.
* Knowledge and experience of University systems.
* Have 10 minimum years experience at senior management level of at least Head of faculty or Director in a University or similar institution.
* Experience in administrative and financial management.
* Demonstrable ability to create networks with internal and external stakeholders.
* Demonstrable experience in resource mobilization.
* Strong track record of public service and social enterprise.

**Key attributes and skills**

* Strong Social Entepreneurship skills.
* Communication skills – possess high level oral and written communication skills.
* Reliable, self-confident with humility and integrity.
* Self-motivated and a team player.
* Openness, flexibility, receptive to change and ability to manage change.
* Visionary, with ability to inspire others.

**Remuneration**

The University offers a competitive remuneration package for the person appointed to the position of Vice Chancellor as determined by the Council.

**Tenure**

The Vice Chancellor is appointed to hold office for a period of five (5) years which is renewable for a further similar period, depending on performance.

**2.0 DEPUTY VICE CHANCELLOR**

**Job Purpose:** Reporting to the Vice Chancellor, the Deputy Vice Chancellor assists him or her in the planning, implementing, monitoring and controlling of the institutional activities.

**Main Accountabilities**: The duties of the Deputy Vice Chancellor include:

* Coordination of academic, consultancy and research activities of the University.
* Direct and monitor the implementation of the University Strategic Plan
* Coordination of Staff Development Programmes.
* Ensuring required accreditation to all the regulatory bodies is complied with by the University.
* Performing duties of the Office of the Vice Chancellor in his/her absence.

**Qualifications and Experience**

* Holder ofauthenticated earned PhD, Masters and Bachelors degrees from accredited and recognised Universities.
* Have academic leadership qualities and a good record of personal achievement in both teaching and research.
* Demonstrated analytical, administrative and financial management abilities.
* Have 7 minimum years experience at senior management level in the University or similar institution.
* Demonstrable experience in resource mobilization.

**Key attributes and skills**

* Social Entrepreneurship skills.
* Possess high levels of personal and professional integrity and vision.
* Possess good interpersonal skills, including the ability to inspire, motivate colleagues and enjoy being part of a strong management team.
* Communication skills – possess high level oral and written communication skills.
* Reliable, self-confident with humility and integrity.
* Self-motivated and a team player.
* Openness, flexibility, receptive to change and ability to manage change.

**Remuneration**

The University offers a competitive remuneration package to the individual

appointed to this position.

**Tenure**

The Deputy Vice Chancellor is appointed for an initial period of four (4) years which is renewable for a similar period, depending on performance.

**MODE OF APPLICATION**

Candidates meeting the stated requirements are required to submit their applications comprising the following:

* Letter of application.
* Curriculum Vitae.
* Authenticated copies of academic and professional qualifications including a full grade XII or equivalent certificate.
* Names and addresses of three (3) referees two (2) of whom must be professional authorities in relevant fields.
* The applicant for the position of Vice Chancellor should provide a statement of his or her vision for the University in the next five (5) years in not more than 1,500 words and how this vision might be achieved.
* Any other relevant information that may assist the Search Committee in determining the suitability of the applicant.

Applications marked “**POSITION OF VICE CHANCELLOR**” or **POSITION OF DEPUTY VICE CHANCELLOR”** must be addressed to:

**The Secretary**

**Search Committee**

**Kwame Nkrumah University**

**P O Box 80404**

**KABWE**

**ZAMBIA**

**Email Address:** recruitment@nkrumah.edu.zm.

Hand delivered applications should be submitted to:

**The Office of the Registrar**

**Kwame Nkrumah University**

**Munkoyo Street Plot No. 1583**

**KABWE**

**ZAMBIA**

**CLOSING DATE AND TIME FOR RECEIPT OF APPLICATION IS 23RD NOVEMBER 2018, 17:00 HOURS**

N.B: Kwame Nkrumah University is an equal opportunity Employer. Women candidates are encouraged to apply. The posts of Vice Chancellor and Deputy Vice Chancellor are open to both eligible Zambians and Non Zambians. Only short listed candidates will be contacted. Please visit the Kwame Nkrumah website at **www.nkrumah.edu.zm** to view full job details and requirements.