



ZAMBIAN OPEN UNIVERSITY OFFICE OF REGISTRAR

TEL: +260 211 214479/225778 CELL 0955447171/0976123055/0977786959
P.O. Box 31925, LUSAKA

JOB OPPORTUNITY

The Zambian Open University is an institution of high standing both locally and internationally, whose vision is “to be an internationally recognized Open University providing quality education through distance and blended learning”. The University is now looking for a self-motivated, suitably qualified individual to fill up the position of:

VICE CHANCELLOR

1.0 **Purpose:** The Vice Chancellor is the Chief Executive Officer of the University, providing institutional leadership and oversight, driving the mission, strategies and advancement of the University.

2.0 Main responsibilities

- 2.1 Provide strategic direction of the University and implementation of its Strategic Plan;
- 2.2 Provide direct oversight of day-to-day operations of the core academic activities, quality assurance and compliance;
- 2.3 Provide oversight on academic support, student/staff services and welfare;
- 2.4 Identify opportunities to advance and deliver on the Vision, Mission, Mandate and Strategic Direction of the University;
- 2.5 Provide leadership in resource mobilization and management;
- 2.6 Lead the determination of priorities and allocation of research to meet the strategic objectives of the University;
- 2.7 Develop and maintain positive and productive relationships with a wide range of internal and external stakeholders including other educational institutions;
- 2.8 Implement University development plans including human capital development;
- 2.9 Promote a good labour relations environment within the University; and

2.10 Be accountable to the Board of Directors of the University.

3.0 Qualifications and experience

- 3.1 Holder of an earned Doctorate or equivalent professional degree and demonstrated analytic ability;
- 3.2 Must be renowned scholar who must have taught in a University and attained at least the rank of Associate Professor;
- 3.3 Must be familiar with curriculum design and development;
- 3.4 Must have knowledge and experience of University systems;
- 3.5 Must have a minimum of ten (10) years work experience at Senior Management level of at least Dean of School or Director in a university of similar institution;
- 3.6 Must have ability to create networks with internal and external stakeholders;
- 3.7 Must have experience in resource mobilization and infrastructure development;
- 3.8 Must have working knowledge in investments and business;
- 3.9 Qualification and certification in ODL will be an added advantage.

4.0 Personal Attributes and Skills

- 4.1 Possess a high level of oral and written communication skills;
- 4.2 Reliable, self-confident, with humility and integrity;
- 4.3 Self-motivated and team player;
- 4.4 Computer literacy;
- 4.5 Open, flexible, receptive to change and able to manage change;
- 4.6 Visionary, with ability to inspire others.

5.0 Remuneration

The University offers a competitive remuneration package for the person appointed to the position of Vice-Chancellor as determined by the Board of Directors from time to time.

6.0 Tenure

The Vice Chancellor is appointed to hold office for a period of four (4) years which is subject to renewal for another four (4) years depending on performance

7.0 Mode of application

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

- a) Letter of application;
- b) Curriculum Vitae;
- c) Certified copies of relevant academic and professional certificates;

- d) Names, Cell Phone numbers, E-mail and postal addresses of three (3) referees, two (2) of whom must be professional authorities in relevant fields;
- e) A statement of not more than 1500 words on his/her vision for the University in the next four (4) years;
- f) Any other relevant information that may assist the Search Committee in determining the suitability of the applicant.

All applications should be addressed and sent to:

The Chairperson
The Search Committee
Zambian Open University
Newfoundland Campus
Farm Plot No. 7096
P. o. Box 31925
LUSAKA WEST

If sending your application electronically, please send to
registrar@zaou.ac.zm/mundia.lungowe@zaou.ac.zm

Closing date for receipt of applications is 7th April, 2023.