



## GREAT CAREER OPPORTUNITY

### DEAN POSTGRADUATE STUDIES

The University of Lusaka is inviting applications from suitably qualified people to fill the position of Dean to manage the School of Postgraduate Studies. The Dean will be answerable to the Vice Chancellor of the University. The overall purpose is to provide guidance for administrative and academic affairs for the School. The incumbent will also plan for the continued development of the School and its faculty staff as outlined in the corporate statement of the University.

#### Key Performance Areas

- Position the postgraduate programs to make sure that they meet the University standards as well as global excellence standards.
- Represent the University as appropriate by chairing or serving on internal and external committees, working on advisory groups as required.
- Manage the School of Postgraduate Studies to ensure an exceptional good life-study experience for the students.
- Spearhead the review and improvement of all postgraduate programs.
- Support or introduce initiatives for research and consultancy for the School.
- Manage staff under him/her by encouraging them to continuously improve their qualifications to ensure that they are effective in the execution of their duties.
- Manage and coordinate the administration of examinations and continuous assessments.
- Attend to matters relating to the academic affairs of students within the School and attend to disciplinary cases for both staff and students.
- Participate in the development of the University's academic calendar.
- Participate in the sourcing of faulty staff and the other resource materials of the School.
- Develop and manage policies that will ensure that the School runs smoothly.

#### Key Attributes and Skills

- Excellent interpersonal skills.
- Strong oral and written communication skills
- Ability to think outside the book.
- Assertive and confident
- Very good organization and multi-tasking skills
- Excellent time management skills.
- Able to meet tight deadlines
- Team player and able to work under minimum supervision
- Willing to work long hours
- Able to handle conflicts
- Innovative and analytical thinker



#### Minimum Qualifications:

- Substantive academic stature with a PhD
- A minimum of five (5) years' experience in a similar capacity or senior academic level, industrial experience is an added advantage.
- Proficiency in computer application systems and databases.
- Applicants must have very good management and administrative skills.
- Unquestionable professional integrity, stature and abilities.
- Ability to function under pressure.

#### APPLICATION GUIDELINES

Interested candidates should send their applications together with copies of educational and professional certificates, and Curriculum Vitae with three traceable referees to the undersigned by 11th September 2017.

The Human Resource Officer

University of Lusaka

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