



## EMPLOYMENT OPPORTUNITY

ZCAS University invites applications from suitably qualified and experienced persons to fill the following position:

### 1. EXECUTIVE ASSISTANT – DEPUTY VICE CHANCELLOR - ACADEMIC (1 POSITION)

#### 1.1. PURPOSE OF THE JOB

To provide administrative support and other related services to the office of the Deputy Vice Chancellor – Academic.

#### 1.2. QUALIFICATIONS AND EXPERIENCE

- 1.2.1. Grade 12 School Certificate or its equivalent with five (5) Credits, or better including Mathematics and English.
- 1.2.2. Diploma in Advanced Secretarial Services and Office Management.
- 1.2.3. Bachelor's degree in office management or in any Social Science will be an added advantage.
- 1.2.4. At least five (5) years of relevant work experience preferably gained in a Higher Learning Institution, working closely with both academic and administrative staff.
- 1.2.5. Member of the Zambia Institute of Secretaries.

*The position applied for should be clearly stated in the application letter and marked on the envelope.*

Eligible candidates who meet the above specifications should submit a motivation letter indicating their suitability for the role, detailed Curriculum Vitae (*not more than 3 pages*) with three traceable referees, and certified copies of academic and professional qualifications to:

Registrar  
ZCAS University  
P.O. Box 50497 RW  
LUSAKA

Or Email: [recruitment@zcasu.edu.zm](mailto:recruitment@zcasu.edu.zm)

**Closing Date: 4<sup>th</sup> October 2024. Only short-listed candidates will be contacted.**

*ZCAS University is an Equal Opportunity Employer.*