

RUSANGU UNIVERSITY

ZAMBIA



JOB OPPORTUNITY

Rusangu University, an Adventist institution of higher learning, registered and recognized by the Higher Education Authority (HEA) is looking for a suitably qualified and experienced candidate to fill the vacant position stated below.

COMPUTER MANAGEMENT AND INFORMATION SYSTEMS LECTURER(x1)

Location: **Monze Main Campus**

Qualifications and Experience:

- ⇒ Minimum of Master's Degree in Computer Management and Information Systems
- ⇒ In possession of a valid practicing license from Relevant professional body in Zambia
 - *PhD is an added advantage.
- Academic/Teaching experience in an institution of higher learning is an added advantage.

Expectations:

Assist the Department Chairperson in the interpretation, application and achievement of the objectives, policies and regulations of the department. He/she will be responsible for all teaching and non-teaching duties assigned to him/her by the supervisor. He/she shall maintain a high level of professionalism in executing his/her teaching duties.

Responsibilities:

1. Take responsibility for classroom teaching and be in direct charge of the educational processes in his/her courses.
2. Teach at least four (4) courses at undergraduate level.
3. Teach at least one course at post graduate level in his/her field of study if in possession of a PhD.
4. Develop a research program and mentor students in the established area of research.
5. Teach competently such courses as may be assigned by the Chairperson.
6. Lead students in meaningful learning experiences which help them to achieve a sense of personal responsibility and the ability to evaluate ideas; attain high ideals and standards of personal living; and develop high levels of scholarships.
7. Prepare and supervise/administer quizzes, midterm examinations, assignments, end of quarter examinations to all the students in his/her classes and such other tests as deemed advisable to conform with the objectives of the course and the published examinations schedule.
8. Take part in the moderation of the course outline, examinations, and final examination grades.
9. Serve as a student advisor as assigned by the Chairperson or Dean of the School.
10. Serve as a program coordinator as assigned by the Chairperson or Dean of the School.
11. Serve on committees as may be assigned by management.
12. Serve as faculty advisor of a student organization when assigned by the administration.
13. Manage all the classroom guest speakers, films, videos and other programs, ensuring that they meet ethical and spiritual standards of the university.
14. Attend regularly, faculty meetings, departmental meetings, general assemblies, graduation exercises and other designated University functions.

Essential Knowledge, Skills and Abilities

Knowledge of:

1. Wide range of skills and techniques in CMIS.
2. Audio-visual equipment.

Skill:

1. Organizational skills
2. Analytical skills
3. Attention to detail
4. Team building

Ability to:

1. Supervise and evaluate students
2. Work with minimum supervision
3. Communicate effectively both orally and in writing

Application Guidelines

The subject line of the application should contain the name of the position that is being applied for as listed above e.g. 'Computer Management and Information Systems Lecturer' and addressed to: **The Assistant Registrar - Human Resource.**

Applications should be made by sending the following information as **ONE single attachment** (either in PDF or word format) to jobs@ru.edu.zm incorporating all of the below required information:

1. A Curriculum Vitae, including all qualifications and experience, and a cover letter addressing your interest and suitability for the job.
2. The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University should contact.

*Short-listed candidates will be expected to present original qualifications and other relevant documents during the interview.

*Application Deadline: The completed application documents should be forwarded by email to arrive no later than **Friday, 12th March 2021 before 16:00hours.**