



"Ensuring Quality in Higher Education"

## EMPLOYMENT OPPORTUNITIES

The Higher Education Authority invites applications from suitably qualified Zambians to be considered for the following positions:

### **STANDARDS & RESEARCH OFFICER (1 POSITION)**

#### **Key Responsibilities**

The job holder will be responsible for timely undertaking the development and implementation of standards in order to provide a regulatory framework for Higher Education Institutions. The job holder will also be responsible for undertaking Research in topical and emerging issues in Higher Education.

#### **Qualifications and Experience**

- Grade Twelve (12) School Certificate with Five Credits or better including Mathematics, Science and English.
- Bachelor's Degree in a Science, Technology or Social Science discipline earned from a recognised Higher Education Institution.
- A minimum of 2 years' experience in Standards Development and Research.

### **PROGRAMME ACCREDITATION OFFICER (1 POSITION)**

#### **Key Responsibilities**

The job holder will be responsible for undertaking timely accreditation of Learning Programmes for Higher Education Institutions. The job holder will also be responsible for auditing of Learning Programmes in order to ensure that Learning Programmes meet set standards.

#### **Qualifications and Experience**

- Grade Twelve (12) School Certificate with Five Credits or better including Mathematics, Science and English.
- Bachelor's Degree in Science, Technology or a Social Science discipline earned from a recognised Higher Education Institution.
- A minimum of 2 years' experience in a Higher Education Setting.

## MONITORING AND EVALUATION OFFICER (1 POSITION)

### Key Responsibilities

The job holder will be responsible for the development and implementation of a result-based monitoring and evaluation framework for the Authority. The job holder will also be undertaking the evaluation of performance of policies, programmes and activities on key result areas of the Authority against targets and parameters in order to assess the impact of service delivery.

### Required Qualifications, Skills and Experience

- Grade Twelve (12) School Certificate with Five Credits or better including Mathematics, Science and English.
- Bachelor's Degree in Social Science, Science or Technical discipline earned from a recognised Higher Education Institution.
- A qualification in Project Management will be an added advantage.
- Proficiency in database management and data analysis
- Minimum 3 years of relevant experience with strong writing abilities.

Visit our website for further details: [www.hea.org.zm](http://www.hea.org.zm).

Applications in sealed envelopes with the position being applied for clearly indicated can be sent to the undersigned or emailed to: [hr@hea.org.zm](mailto:hr@hea.org.zm) by 14<sup>th</sup> August 2021.

**Note: The Higher Education Authority does not request for payments for job openings and any such activities should be considered fraudulent and reported immediately.**

The Director General  
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**LUSAKA**

**HEA is an equal opportunity employer.**

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