



"Ensuring Quality in Higher Education"

## EMPLOYMENT OPPORTUNITIES

The Higher Education Authority (HEA) is a statutory body established by the Higher Education Act No. 4 of 2013. The mandate of the Authority is to regulate and monitor standards in Higher Education Institutions (HEIs) in order to ensure quality services and contribute to the enhancement of human capital and accelerated national development.

Higher Education Authority invites applications from suitably qualified Zambians to fill the following vacant position:

### 1. DIRECTOR – CORPORATE SERVICES

#### JOB PURPOSE

To coordinate the management of financial and human resources, and administrative support services in order to ensure effective operations.

#### RESPONSIBILITIES

- a) Coordinates periodically, the development and implementation of policies in order to provide guidance in the operations of the Authority.
- b) Coordinates timely, preparation of the Institutional budget in order to facilitate resource mobilisation
- c) Coordinates effectively, management of financial resources in order to ensure prudent utilisation and accountability
- d) Coordinates effectively, human resource management functions in order to enhance staff morale and optimize utilization of human resource in the Authority

- e) Coordinates effectively, human resource development functions in order to facilitate staff development and enhance staff performance
- f) Coordinates timely, provision of administrative and logistical support services in order to facilitate efficient and effective operations.
- g) Coordinates effectively, communication and public relations functions in order to promote a positive image of the Authority
- h) Coordinates effectively, development of ICT business solutions in order to improve efficiency in operations.
- i) Supervise effectively, the monitoring and evaluation of the implementation of departmental programmes in order to assess the impact of service delivery and provide appropriate intervention measures.
- j) Coordinates timely, preparation of departmental, quarterly and Authority's annual reports in order to enhance monitoring, evaluation and decision making.
- k) Coordinates effectively, the development of individual and departmental work plans in order to monitor and evaluate performance
- l) Coordinates effectively, human, financial and other material resources, in order to facilitate achievement of set objectives

#### **MINIMUM REQUIREMENTS**

- (a) Full School Certificate or equivalent
- (b) Bachelor's Degree in Business Administration or equivalent from a recognised Higher Education Institution
- (c) Master's Degree in Business Administration or equivalent from a recognised Higher Education Institution.
- (d) Valid Practising Licence(s) of the Zambia Institute of Chartered Accountants (ZICA) and/or Zambia Institute of Human Resource Management (ZIHRM)

#### **RELEVANT EXPERIENCE**

Eight (8) years relevant experience, three (3) of which must be at senior management level.



## **2. DIRECTOR – QUALITY ASSURANCE**

### **JOB PURPOSE**

To coordinate the development and implementation of standards, registration and auditing of Higher Education Institutions, and accreditation of Learning Programmes in order to ensure that Higher Education Institutions meet set standards.

### **RESPONSIBILITIES**

- a) Coordinates periodically the development and implementation of policies and programmes in order to provide guidance in the operations of Higher Education Institutions.
- b) Coordinates timely the development and implementation of standards in order to guide the process of registration and accreditation.
- c) Coordinates timely the registration of Higher Education Institutions in order to facilitate operations in conformity with regulatory conditions.
- d) Coordinates timely the accreditation of learning programmes in order to facilitate the provision of quality higher education.
- e) Coordinates regularly the auditing of Higher Education Institutions in order to ensure conformity to set standards.
- f) Coordinates regularly, surveillance and inspections of Higher Education Institutions in order to ensure compliance with minimum criteria for operations
- g) Oversees periodically the preparation and publication of reports for monitoring, evaluation and decision making.
- h) Manages effectively the staff and other resources of the department in order to facilitate the attainment of the department's objectives.
- i) Supervise effectively, the monitoring and evaluation of the implementation of departmental programmes in order to assess the impact of service delivery and provide appropriate intervention measures.

- j) Coordinates timely, preparation of departmental, quarterly and Authority's annual reports in order to enhance monitoring, evaluation and decision making.
- k) Coordinates effectively, the development of individual and departmental work plans in order to monitor and evaluate performance
- l) Coordinates effectively, human, financial and other material resources, in order to facilitate achievement of set objectives

#### **MINIMUM REQUIREMENTS**

- (a) Full School Certificate or equivalent
- (b) Bachelor's Degree in Science, Technology or a Social Science discipline earned from a recognised Higher Education Institution.
- (c) Master's Degree in Science, Technology or a Social Science discipline earned from a recognised Higher Education Institution.
- (d) Doctorate Degree in Science, Technology or a Social Science discipline earned from a recognised Higher Education Institution as an added advantage.
- (e) Relevant Professional Membership

#### **RELEVANT EXPERIENCE**

Eight (8) years relevant experience, three (3) of which must be at senior management level in higher education administration, consultancy or research.



### **3. MANAGER – HUMAN RESOURCE AND ADMINISTRATION**

#### **JOB PURPOSE**

To manage human resources and administrative functions in order to enhance performance and improve productivity.

#### **RESPONSIBILITIES**

- a) Manages the development and implementation of Human Resources and Administration policies in order to support smooth operations of the Authority.

- b) Manages and supervises effectively, Human Resource Management functions in order to optimise utilisation of Human Resources.
- c) Manages and supervises effectively, human resources development functions in order to enhance staff performance.
- d) Manages and supervises timely, provision of administrative and logistical support services in order to facilitate efficient and effective operations.
- e) Manages and supervises timely, the preparation of Section budget in order to facilitate acquisition of resources.
- f) Monitors and evaluates periodically, the implementation of departmental programmes in order to assess the impact of service delivery and provide appropriate intervention measures.
- g) Manages and supervises timely, preparation of departmental reports in order to enhance monitoring, evaluation and decision making.
- h) Manages and supervises effectively, staff welfare and wellness programmes including HIV/AIDS prevention and awareness activities in order to promote healthy living.
- i) Manages timely, development of work plans and implementation of the Annual Performance Appraisal System (APAS) in order to monitor, evaluate and enhance performance.
- j) Manages effectively, staff and other resources of the Section in order to facilitate the attainment of the department's objectives.

#### **MINIMUM REQUIREMENTS**

- (a) Full School Certificate or equivalent
- (b) Bachelor's Degree in Human Resource, Degree in Public Administration or related field from a recognised Higher Education Institution.
- (c) Associate Member of the Zambia Institute of Human Resource Management (ZIHRM)

#### **RELEVANT EXPERIENCE**

Six (6) years relevant experience, two (2) of which must be at middle management.



## **4. SENIOR INTERNAL AUDITOR**

#### **JOB PURPOSE**

To provide independent assurance on the Authority's risk management, governance and internal control systems in order to ensure compliance with the relevant laws, policies, procedures and sound business practices.

### **RESPONSIBILITIES**

- a) Formulates and implements periodically, the audit policies to ensure effective internal controls.
- b) Undertakes effectively, audit and risk management assignments in order to have effective internal controls and provide intervention measures where necessary. Identifying, developing and documenting of audit issues and recommendations.
- c) Undertakes timely, preparation of internal audit and risk management reports in order to facilitate decision making.
- d) Prepares regularly, Annual Audit work plans and programmes in order to attain set objectives and continuously monitor implementation of the annual audit plan.
- e) Prepares timely Unit budget in order to facilitate acquisition of resources.
- f) Develops periodically, the work plans in order to facilitate the monitoring and evaluation of performance.
- g) Evaluate the risk management frameworks of the operations of HEA and the monitoring of compliance.
- h) Review and evaluate the financial management and internal control systems. Assess accounting and financial management policies, implementation and recommend to the Board for approval, any changes to accounting and financial management policies.
- i) Evaluate the adequacy of HEA's internal control framework in addressing risk and accomplishing the organisation's goals and objectives. Review the internal control framework and make recommendations to consistently ensure its compliance.
- j) Periodic review of the auditing system to establish their relevance.
- k) Ensure safeguards for the prevention or prompt detection of fraud or loss of stores, cash or other government assets are adequate.

### **MINIMUM REQUIREMENTS**

- a) Full School Certificate or equivalent
- b) Bachelor's Degree in Accounting or Full Professional Accounting Qualifications such as ACCA/CIMA/CA – Zambia or its equivalent
- c) Member of the Zambia Institute of Chartered Accountants or Institute of Internal Auditors

### **RELEVANT EXPERIENCE**

Five (5) years post qualifying experience in auditing

## **5. PERSONAL ASSISTANT**


### **JOB PURPOSE**

To plan, organise and manage activities of the office of the Director General in order to facilitate the efficient operations.

### **RESPONSIBILITIES**

- a) Takes accurately dictation in order to facilitate transcribing into mail able correspondence and documents
- b) Types timely and accurately correspondence and documents for the Director General in order to ensure production of high-quality standard documents.
- c) Undertakes effectively, the maintenance of the Director General's diary in order to implement work schedules.
- d) Receives and attends timely and politely to visitors in order to enhance the image of the Authority.
- e) Ensures timely preparation of office budgets in order to facilitate acquisition of monetary resources and prudent expenditure.
- f) Undertakes timely, the organisation of Director General's official mail and phone calls in order to ensure efficient communication.
- g) Records accurately proceedings during meetings in order to facilitate preparation of minutes and reports.
- h) Undertakes timely, the organisation of the Director General's travel plans in order to facilitate the efficient execution of institutional programmes
- i) Undertakes effectively, the maintenance of an accurate and up to date filing system in the Director General's office in order to ease storage and retrieval.
- j) Undertake timely, research in order to facilitate decision making in the Director General's office.
- k) Undertakes effectively, the management of the office of the Director General's office in order to promote the image of the Authority.

### **MINIMUM REQUIREMENTS**

- a) Full School Certificate or equivalent
  - b) Bachelor's Degree in Human Resource/ Public Administration/ Development Studies OR related field from a recognised Higher Education Institution
  - c) Diploma in Secretarial Studies
- 

## **6. OFFICE ASSISTANT**

### **JOB PURPOSE**

To undertake cleaning of offices and document reproduction services in order to provide a conducive working environment and facilitate institutional programme implementation.

### **RESPONSIBILITIES**

- a) Undertakes the Cleaning of offices, floors, toilets, furniture, kitchen utensils and applies disinfectants.
- b) Undertakes accurately, photocopying, binding, shredding and other documents reproduction duties in order to facilitate institutional programme implementation.
- c) Undertakes effectively, the preparation of meeting venues in order to facilitate the conduct of meetings.

### **MINIMUM REQUIREMENTS**

- a) Full School Certificate or equivalent
- 

## **7. DOCUMENTATION AND REGISTRY OFFICER**

### **JOB PURPOSE**

To supervise and undertake the management of documents and records in order to facilitate easy storage and retrieval of information

### **RESPONSIBILITIES**

- a) Supervises and undertakes effectively the development of the records management system in order guide the storage and retrieval of information



- b) Supervises and undertakes timely storage and retrieval of documents in order to provide information to users.
- c) Supervises and undertakes accurately indexing of files and archiving of records in order to create space and maintain institutional information
- d) Supervises and undertakes timely, documents reproduction duties in order to facilitate institutional programme implementation.
- e) Supervises and undertakes receipt and distribution of correspondence in order to facilitate easy flow of information.
- f) Ensures effectively the security of the Documentation Centre in order to prevent unauthorised access and safeguard records.
- g) Supervises and undertakes timely, preparation of Unit reports in order to enhance monitoring, evaluation and decision making.
- h) Supervises timely, development of work plans and implementation of the Annual Performance Appraisal System (APAS) in order to monitor, evaluate and enhance performance.

#### **MINIMUM REQUIREMENTS**

- a) Full School Certificate or equivalent
- b) Bachelor's Degree in Library and Information Studies OR related field from a recognised Higher Education Institution.

#### **RELEVANT EXPERIENCE**

Two (2) Years



## **8. PURCHASING AND SUPPLIES ASSISTANT**

#### **JOB PURPOSE**

To receive, store and issue goods in order to ensure availability and safe custody of goods.

#### **RESPONSIBILITIES**

- a) Receives timely procured goods in order to ensure value for money.
- b) Issues timely, requisitioned goods in order to facilitate operations.
- c) Monitors regularly, stocks and updates records in order to facilitate replenishments.
- d) Maintains regularly, a register of all accountable documents in order to ensure accountability and transparency.

- e) Undertakes effectively, maintenance of an up-to-date supplier register in order to establish a reliable supplier base.
- f) Maintains accurately, records of goods in order to facilitate efficient storage and retrieval of information.
- g) Prepares periodically, reports to facilitate decision making.
- h) Undertakes timely, preparation of individual work plan in order to monitor, evaluate and enhance performance

#### **MINIMUM REQUIREMENTS**

- a) Full School Certificate or equivalent
- b) Diploma in Purchasing and Supplies or Chartered Institute of Purchasing and Supplies (CIPS) Level Four (4).
- c) Practicing member of the Zambia Institute of Purchasing and Supply (ZIPS).

For detailed job description of the position, visit [www.hea.org.zm](http://www.hea.org.zm).

Applicants who meet the above qualifications are encouraged to submit an application letter, copies of Academic and Professional Certificates together with detailed Curriculum Vitae including three (3) traceable referees, copy of NRC, email address and day time telephone numbers to [careers@hea.org.zm](mailto:careers@hea.org.zm)

OR by sending hard copies to the undersigned

The Director General  
Higher Education Authority  
Plot No. 2374  
Engineering House, 2<sup>nd</sup> Floor  
Kelvin Siwale Road  
P.O. Box 50795  
LUSAKA  
+260 950470444

All applications must reach the undersigned not later than on or before **31<sup>st</sup> July, 2023**.

**Note:** The Higher Education Authority is an equal opportunity employer and does not request for payments for job openings. Any such activities should be considered fraudulent and reported immediately.

**Join the conversation @HeaZambia**



#HEAZambia #HigherEducationZambia