



MUKUBA UNIVERSITY
OFFICE OF THE REGISTRAR
Advertisement

The University is hereby inviting applications for the under listed positions.

1. POSITION: ACCOUNTANT - REVENUE (1) - ADS/PTS 02

Job purpose: To accurately recognise, record, manage and report all university revenue in line with the applicable accounting standards.

KEY ACCOUNTABILITIES

- i. To coordinate and manage student finance, payments and debt management.
- ii. Accurately record and manage revenue from all sources in line with the established standards and policies.
- iii. Prepare monthly, quarterly and annual revenue reports to support management decisions.
- iv. Determine budget revenue forecasts and provide forecast analysis of revenue from all sources.
- v. To maintain at all-time the statistical records of the students
- vi. Perform accounting reconciliations on all revenue ledgers to ensure accurate recognition of revenue.
- vii. Liaise with departmental team to perform financial planning, analysis and reporting.
- viii. Perform any other duties as may be assigned by the Supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- i. Form V or Grade 12 School Certificate with 5 'O' level credits or better including Mathematics and English.
- ii. A minimum of Full ACCA, ZICA, CIMA or its equivalent
- iii. Must be fully paid up Member of ZICA.

- iv. Minimum of 4 years' work experience in finance or financial management in a reputable organisation.

POSITION: ASSISTANT INTERNAL AUDITOR (1) - ADS/PTS 04

Job purpose: To be responsible for the maintenance of an up-to-date filing system for audit working papers, carry out routine audit investigations on a risk-based and recommend corrective action. To assist in conducting reviews of assigned organizational and functional responsibilities.

KEY ACCOUNTABILITIES

- i. Actively participates in the preparation of work manuals, procedures and related documentation.
- ii. Inspects assets of the University to ensure that they are promptly recorded, accounted for and adequately safeguarded against risk and misappropriation.
- iii. Participates in the preparation of departmental annual budgets.
- iv. Inspects and verifies negotiable securities and accounts receivables and payables.
- v. Verifies all payments and procurement of goods and services.
- vi. Participates in the preparation of quarterly and annual operational performance reports.
- vii. Perform any other duties as may be assigned by the supervisor.

MINIMUM QUALIFICATIONS AND EXPERIENCE

- i. Grade twelve (12) School Certificate with Five (5) credits or better including English and Mathematics or its equivalent.
- ii. ACCA Level II, CIMA Management level, ZICA Licentiate, Bachelor of Accountancy or its equivalent.
- iii. Must be Fully paid up ZICA member.
- iv. At least two (02) years of practical work experience in an audit environment will be an added advantage.

POSITION: OFFICE MANAGER - (1) - ADS/PTS 03

Job purpose: To provide a comprehensive and professional PA/Administrative service to the Principal (i.e. either the office of the Vice Chancellor or the Registrar) thereby

contributing to the overall efficiency and effectiveness of the Offices. To ensure that all duties are carried out with the appropriate degree of tact and confidentiality.

KEY ACCOUNTABILITIES

- i. Provide a comprehensive administrative/PA service to the Principal in conjunction with other colleagues.
- ii. Preparing confidential information and corresponding on instruction to activate the Annual Performance Appraisal Review.
- iii. Prepare correspondence including shorthand and manuscript typing of letters for signature.
- iv. To act as "gatekeeper" for the office of Vice Chancellor or Registrar's Office.
- v. Management of the office diary, including engagements of meetings within and outside the University and internationally.
- vi. Oversight of the official mail including strictly private and confidential and ensuring that all previous relevant correspondence is brought forward and attached.
- vii. Organising official travel arrangements both locally and international including booking of accommodation and providing brief regarding schedules/itineraries etc.
- viii. Responsible for office cost Centre to ensure budget figures are maintained and reconciling monthly transaction listing.
- ix. Any other related responsibilities as assigned.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED

- i. Grade twelve (12) School Certificate with Five (5) credits or better including English and Mathematics or its equivalent.
- ii. Diploma in Human Resource Management, Business Administration or Public Relations may also be considered
- iii. A Bachelor's degree in Social Sciences will be an added advantage
- iv. Shorthand speed of 120 words per minute or better and typing speed of 55/65 words per minute or better.
- v. At least 2 years' related experience.

Procedure for Application Submission

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three (3) traceable references and contact address/telephone/e-mail details to:

The Registrar,

Mukuba University,

Itimpi, off Chingola Road,

P.O. BOX 20382,

KITWE

Closing date for receipt of applications is Thursday, 9th October, 2025