



MUKUBA UNIVERSITY
OFFICE OF THE REGISTRAR
External Advertisement

The University is hereby inviting applications from members of the public for the under listed positions.

POSITION: TECHNICAL OFFICER (01)

JOB PURPOSE

To provide technical and practical assistance in the provision and supervision of all maintenance and construction works, with particular focus on electrical systems; so as to ensure adherence to specifications, safety and manage maintenance costs.

DUTIES AND KEY PERFORMANCE AREAS (KPAS)

1. Assemble, install, test, repair and maintain electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, using hand tools and power tools
2. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem.
3. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes.
4. Prepare sketches or follow blueprints to determine the location of wiring and equipment and to ensure conformance to building and safety codes
5. Provide preliminary sketches and cost estimates for materials and services.
6. Conduct regular inspections of infrastructure and electrical equipment for scheduled or emergency maintenance or repair.
7. Assist in identifying contractor non-compliance with safety, health, construction and environmental quality standards, and recommend appropriate action.
8. Assist in the co-ordination of in-house or contract works to ensure timely completion of projects within budget.
9. Perform administrative duties such as maintaining records and files, preparing reports and ordering supplies and equipment.
10. Propose viable cost effective maintenance initiatives; and income generating ventures

MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Full Grade 12 certificate with a minimum of 5 Credits
2. Diploma in Electrical Engineering or related fields
3. At least 3 years post qualification work experience directly related to the duties and responsibilities specified.
4. Membership to relevant professional body, such as the Engineering institute of Zambia

KEY SKILLS AND COMPETENCIES

1. Good practical skills for using a range of tools and electronic instruments
2. Good supervision skills and ability to prioritise and schedule work assignments.
3. Good awareness of health and safety issues
4. Good customer relations and patience in dealings with staff, students, and other stakeholders
5. Ability to read and understand electrical wiring diagrams and drawings
6. Ability to work methodically and pay close attention to detail
7. Ability to communicate in a clear and concise manner
8. Ability to work in industrial setting which includes walking, climbing, bending, and wearing appropriate safety gear.
9. Aptitude for initiating cost reduction and income generating ventures

PROCEDURE FOR APPLICATION SUBMISSION

Interested persons who meet the stated requirements in any of the positions should submit their applications enclosing detailed curriculum vitae, certified copies of academic and professional certificates and names of three (3) traceable referees, two (2) of whom must be professionally acquainted with the applicant to:

The Registrar,

Mukuba University,

Itimpi, off Chingola Road,

P.O. BOX 20382,

KITWE

E-mail: registrar@mukuba.edu.zm

Closing date for receipt of applications is Friday, 23rd January, 2026