

EXECUTIVE DEAN-SCHOOL OF BUSINESS, ECONOMICS AND MANAGEMENT, UNIVERSITY OF LUSAKA

The University of Lusaka is inviting applications from suitably qualified people to fill the position of Executive Dean for the School of Business, Economics and Management. The Executive Dean will provide administrative and academic guidance on the programs in the School of Business, Economics and Management.

KEY PERFORMANCE AREAS:

- Develop, manage and implement the faculty strategic plan aligned to the University strategic plan and ensures implementation of policies and guidelines governing the operations of the School.
- Ensures initiation and implementation of policies and guidelines governing the operations of the School.
- Oversees all teaching and learning activities in the School.
- Ensures the development and review of curricula in the School to meet the demands of the learners and society at large.
- Oversees research and consultancy activities in the School;
- Oversees the enrolment and registration of students and ensures that the School has adequate numbers of students in all programmes.
- Ensures that infrastructure and all other facilities in the School are adequate and in proper working order.
- Coordinates planning and implementation of the School budget, and ensures prudent utilisation of financial and physical resources.
- Leads in the mobilisation of financial resources for the School by ensuring the development and implementation of strategies and initiatives for generating revenue and ensure financial stability.
- Supervises members of staff within the School and ensures that performance appraisal is conducted for all staff in the School.
- Represent the University appropriately by chairing or serving on internal and external committees and working on advisory groups as required.
- Ensure an exceptional good life-study experience for the students.
- Spearhead the review and improvement of all Business, Economics and Management Programmes.
- Attend to matters relating to the academic affairs of students within the School.
- Attend to disciplinary cases for both staff and students.
- Participate in the development of the University's academic calendar
- Manage staff under him/her by encouraging them to continuously improve their qualifications to ensure that they are effective in the execution of their duties.
- Directs the preparation of quarterly and annual operational performance reports and submits the same to the Vice-Chancellor on a regular basis.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Grade 12 School Certificate or its equivalent.
- Bachelor's degree in a relevant field of Business, Economics, Management and or related fields.

- Master's degree in a relevant field of specialisation Business, Economics, Management; Accounting; Finance and or related fields.
- PhD in a relevant field of Business, Economics, Management; Accounting; Finance and or related fields.
- Minimum of five (5) years relevant work experience as an academic practitioner and must be at the level of Senior Lecturer or above.
- Must be senior academic member of staff in the particular School where the application is being made.
- Must have proof of valid membership to a professional organisation or association.
- Proficiency in computer application systems and databases

REQUIRED COMPETENCIES AND BEHAVIORAL ATTRIBUTES:

- Be able to demonstrate Academic and Professional Leadership.
- Excellent financial and human resource management
- Proactive decision maker.
- Excellent interpersonal and communication skills.
- Excellent written and oral presentation skills.
- Takes responsibility for actions, projects and work in his/her jurisdiction.
- Ability and willingness to work as part of a team and contribute fully to the work of the School.
- Unquestionable professional integrity, stature and abilities.
- Able to resolve conflicts.
- Innovative and analytical thinker.
- Time management, prioritisation of responsibilities and willing to work long hours.
- Ability to function under pressure.

APPLICATION GUIDELINES

Interested candidates should send their applications together with copies of educational and professional certificates, and Curriculum Vitae with three traceable referees to the undersigned by **30th January 2025**.

The Registrar
 University of Lusaka
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 P O Box 36711, Lusaka Zambia
 Email: jobs@unilus.ac.zm