

EXECUTIVE DEAN - SCHOOL OF MEDICINE AND HEALTH SCIENCES, 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 Medicine and Health Sciences.

The Executive Dean will provide administrative and academic guidance on the programs in the School of Medicine and Health Sciences.

KEY PERFORMANCE AREAS:

- Position the School of Medicine and Health Sciences Programmes and ensure that they meet the University standards as well as global excellence standards.
- Ensure that all programmes meet the requirements of the local and regional regulatory bodies such as Health Professional Council of Zambia (HPCZ); Higher Education Authority (HEA); Zambia Qualifications Authority (ZAQA); and other relevant regional accrediting bodies.
- Oversees and coordinates all teaching and learning activities and operations of the School.
- Initiates the formulation of policies and guidelines governing the operations of the School.
- 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 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.
- 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.
- Ensures that the operations of the School are financially sustainable.
- Ensures that relevant personnel within the School are recruited and retained. This will be done in collaboration with the management.
- Participate in the recruitment of students for the School. This will be done in collaboration with Academic Office and Marketing Department.
- Create collaborations with local and international medical institutions such as other Medical Schools and Teaching Hospitals.
- 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 Medical and Health Sciences 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.

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

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Grade 12 School Certificate or its equivalent.
- Bachelor of Science degree in any Health related fields.
- Master's degree in in any Health related fields.
- PhD in a relevant field of specialisation, i.e. Internal Medicine; Public Health, Infectious Diseases, Epidemiology, etc.
- Minimum of five (5) years relevant work experience as an academic practitioner and must be at the level of Senior Lecturer or above.
- Must have proof of valid membership to a professional organisation or association, e.g. HPCZ, NMCZ, PAZ, etc.
- Proficiency in computer application systems and databases.

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
Plot 37413
Off Alick Nkhata Road, Mass Media
P O Box 36711, Lusaka Zambia
Email: jobs@unilus.ac.zm