



PALABANA UNIVERSITY

RE-ADVERTISEMENT

EMPLOYMENT OPPORTUNITY

Palabana University is a public higher education institution located in Palabana, Chongwe District, Lusaka Province, Zambia. It was officially established in 2019 through Statutory Instruments No. 68 and 69, which dissolved the college (Palabana Dairy Training Institute) and created Palabana University as a Level 7 accredited public university under the Higher Education Authority. The University's mission is to provide appropriate Agriculture and Livestock education and entrepreneurship skills through effective teaching, research and consultancy.

Palabana University is an equal opportunity employer and through this notice invites applications from suitably qualified and experienced candidates to fill the following vacancy:

- 1. JOB TITLE: REGISTRAR**
- 2. Reporting to: VICE CHANCELLOR**
- 3. JOB PURPOSE**

Under the supervision of the Vice Chancellor, the Registrar is responsible for planning, coordinating and implementing the general administration as well as the operational functions of the University in line with the requirements of the Higher Education Act No. 4 of 2013 read together with the amended Higher Education Act No. 23 of 2021.

KEY RESPONSIBILITIES

The Registrar is entrusted with providing strategic direction and assumes accountability for the following functions:

1. Planning and Organization

- i. **Coordinates** formulation of annual plans and budgets.
- ii. **Ensures** university structure aligns with strategic plan requirements.
- iii. **Oversees** production of the annual report.
- iv. **Facilitates** development of administrative and human resource policies, manuals, and procedures.

2. Corporate Governance (Council, Committees, Management)

- i. **Advises** on business ethics and good governance.
- ii. **Plans and coordinates** Council corporate affairs and Management business.
- iii. **Develops** and secures approval of meeting calendars.
- iv. **Provides** secretarial services to Council and committees.
- v. **Coordinates** legal services for Council.

3. Policy Formulation and Compliance

- i. **Acts as custodian** of policies and regulations.
- ii. **Facilitates** development and review of policies and regulations.

4. Regulatory Compliance

- i. **Ensures** compliance with legal requirements and provision of legal services.

5. Policy Framework, Administration & Human Resource

- i. **Custodian** of policies and regulations.
- ii. **Ensures** HR practices comply with labour laws.
- iii. **Develops/reviews** HR policies and strategies.
- iv. **Coordinates** human capital planning.
- v. **Safeguards** intellectual property and confidential information.
- vi. **Implements** performance management practices.
- vii. **Supervises** staff and ensures appraisals.
- viii. **Enhances** employee welfare programmes.
- ix. **Ensures** safety, health, and security services.
- x. **Custodian** of University Seal and asset records.

6. Internal and External Communication

- i. **Ensures** timely and effective dissemination of information internally and externally.

7. Problem Solving

- i. **Handles** industrial disputes and disciplinary matters concerning staff.

8. Operational Performance Management

- i. **Prepares** quarterly and annual performance reports.

9. Facilities Management

- i. **Plans and directs** development, utilization, and maintenance of infrastructure.
- ii. **Maintains** facilities in good condition.

10. General Duties

- i. **Undertakes** other tasks as assigned by the Vice-Chancellor.

4. QUALIFICATIONS, EXPERIENCE AND SKILLS

- Full Grade 12 School Certificate obtained at one sitting and same examination with passes in at least six (6) subjects including English Language, with Credit in at least ONE of them; or passes in five (5) including English Language with Credit in at least two of them;
- Bachelor's degree in any field but preferably Public Administration;
- Master's degree in any field but preferably Public Administration;
- Minimum of ten (10) years post-qualification experience at Senior Management level in University administration or Corporate Management, with exceptional management, administrative and interpersonal skills;
- Must have proof of membership to a professional organization or association;
- Membership to the Zambia Institute of Human Resource Management (ZIRHM);
- Excellent verbal and written communication skills and
- Literacy in Information Technology (IT) applications.

5. KEY COMPETENCIES

- Demonstrated capacity for strategic leadership and effective oversight of institutional operations.
- Comprehensive understanding of university governance frameworks.
- Proven ability in organizational management, with strong skills in planning and coordination.
- Exceptional interpersonal and communication abilities.
- Commitment to ethical conduct, professionalism, and discretion in handling sensitive matters.
- Competence in managing and harmonizing multiple administrative functions within a complex institution.

6. PERSONAL ATTRIBUTES

- Honesty and reliable with high moral strength.
- High degree of attention to detail.
- High degree of integrity.
- Ability to work with minimum supervision.
- Adaptability
- Forward - looking

Interested candidates who meet the specified requirements should send their applications together with copies of educational & professional certificates, and curriculum vitae with traceable references to the undersigned in **one (1) PDF**

[Applications must be submitted in a single PDF file containing all documents]. The closing date for receiving applications for this vacancy is **28th August, 2026**. Please note that candidates must have their qualifications certified by the Zambia Qualifications Authority (ZAQA). Female applicants are encouraged to apply.

Applications ONLY to be sent via email to: registrarjob@pu.ac.zm

NOTE: only short-listed candidates will be contacted