



**ZAMBIAN OPEN UNIVERSITY
OFFICE OF REGISTRAR**

**TEL: +260 211 214479/225778 CELL 0976123055/0977786959/0977501896
P.O. Box 31925, LUSAKA**

EMPLOYMENT OPPORTUNITIES

The Zambian Open University is an institution of high standing both locally and internationally, whose vision is “to be an internationally recognized University providing quality education through full-time, Open and distance, and blended learning”. The University is now looking for a self-motivated, suitably qualified individuals to fill up the positions of:

JOB TITLE: Principal Nursing Tutor (1 Position)

PURPOSE: This position is a senior administrative and teaching position and the incumbent shall be reporting to the Dean, School of Humanities and Social Sciences

MAIN RESPONSIBILITIES

- The incumbent will take up the role of head of the Nursing Department
- The incumbent will be expected to hold and chair meetings in the Department and give feedback to the Dean of the School;
- The incumbent will be the key person in direct communication with the Nursing and Midwifery Council of Zambia (NMCZ);
- Will be responsible for ensuring good work ethic and adherence to conditions of service by members of staff;
- Will be responsible for receiving and reporting staff grievances to the School of Humanities and Social Sciences;
- Will be responsible for managing students’ academic affairs; and
- Will be expected to generate monthly reports that will be shared with Management.

QUALIFICATIONS AND EXPERIENCE

- Minimum of Master's Degree in Nursing from a reputable University;
- Minimum of three years' work experience in teaching and administration in a Nursing school;
- Member of the NMCZ with proof of a valid practicing license; and
- Proficiency in computer application systems.

PERSONAL ATTRIBUTES AND SKILLS

- Possess a high level of oral and written communication skills;
- Reliable, self-confident, with humility and integrity;
- Self-motivated, team builder and team player;
- Able to work with minimum supervision;
- Sober character and self-motivated;
- Knowledge of NMCZ rules and regulations;
- Innovative;
- Candidate must be registered with the Nursing and Midwifery Council of Zambia; and
- Any other management qualifications will be an added advantage.

JOB TITLE: Nursing Tutor (4 Positions)

PURPOSE: She/he is teacher in nursing school, responsible to the Principal Nursing Tutor and responsible for planning and implementation of teaching program and assists in administration of school of nursing.

MAIN RESPONSIBILITIES

- Responsible for planning and implementation of teaching program;
- Teaching subjects in the curriculum as provided by the Nursing and Midwifery Council of Zambia (NMCZ);
- Train in procedures and care protocols during clinical rotations including proper medical documentation;
- Overall supervision of clinical teaching program of subjects in hospital/community health setting;
- Maintains class room equipment, supplies and teaching aids;
- Conduct tests, and/or examinations for theory and practical and evaluation of students' assignments and performance;
- Helping the students with extracurricular activities;
- Preparing teaching materials and implementing it under the guidance of other lecturers;
- Administration and Evaluation of students;
- Assisting in the Administration of the school of nursing;
- Supervision of student health, welfare and security; and

- Assisting Administration in the selection and admission of students.

QUALIFICATIONS AND EXPERIENCE

- Holder of a BSc. Nursing with at least a Credit from a reputable University
- Should have experience of not less than 2 years
- Member of the NMCZ with proof of a valid practicing license
- Proficiency in computer application systems

PERSONAL ATTRIBUTES AND SKILLS

- Possess a high level of oral and written communication skills;
- Reliable, self-confident, with humility and integrity; and
- Self-motivated and team player.

JOB TITLE: Clinical Instructor (4 Positions)

PURPOSE: Orients students to the clinical setting and arranges and/or conducts the student orientation to the clinical site.

MAIN RESPONSIBILITIES

- Supervise all clinical activities and work of all student nurses;
- Oversee all activities of patient nursing care and ensure prime levels of care in clinical setting; and participate in various education programs and ensure adherence to lesson plans;
- Assist all student nurses to adjust to trainee group and ensure optimal work performance in the ward;
- Train all students to identify signs of patient health deterioration and clinical equipment malfunction to ensure achievement of program objectives;
- Coordinate with students and manage all communication to achieve optimal level of training through practical training;
- Assist all nurse managers and academic staff to analyze all student requirements and ensure appropriate resources in the facility and assist in various laboratory activities;
- Prepare all student assignments and ensure compliance to all academic requirements;
- Organize various group conferences to assist all students and trainees to share all clinical experiences and assist all instructors to issue instructions for all nurses and provide training on all clinical technical procedures;
- Develop and maintain good professional relations with students and employees of the hospitals and participate in all processes;
- Train and provide feedback to all nursing students to ensure optimal quality of work.

QUALIFICATIONS AND EXPERIENCE

- Holder of a BSc. Nursing with at least a Credit from a reputable University
- Should have experience of not less than 2 years
- Member of the NMCZ with proof of a valid practicing license

- Proficiency in computer application systems

PERSONAL ATTRIBUTES AND SKILLS

- Possess a high level of oral and written communication skills;
- Reliable, self-confident, with humility and integrity; and
- Self-motivated and team player.

JOB TITLE: Clinical Medicine Lecturer (3 Positions)

PURPOSE: Clinical Medicine Lecturer

MAIN RESPONSIBILITIES

- To provide instruction to students through explanations of subject matter using reflective teaching, classroom demonstrations, simulations, discussions, brainstorming exercises, question-answer sessions and evaluations of students;
- Develop a class schedule consisting of daily lesson plans that include demonstrations, handouts, tests and assignments;
- Make sure that the subject matter is presented effectively and content is readily accessible to students;
- Lecturers are required to make PowerPoint presentations to encourage active participatory learning, note taking helps students put concepts in their own terms
- Providing worksheets and handouts allowing students to test their knowledge
- Prepare complete worksheets and answers for assessment tests and give timely feedback;
- Design student assessment materials
- Maintain assessment records for all students

QUALIFICATIONS AND EXPERIENCE

- Bachelors of Medicine and Surgery of Bachelor in Clinical Medicine;
- Full Health Professions Council of Zambia (HPCZ) registration;
- Valid practicing License;
- Med-Scholar Certificate or equivalent Teaching Methodology.

MODE OF APPLICATION

Candidates meeting the stated requirements are required to submit their applications comprising the following:

- a) Letter of application;
- b) Curriculum Vitae;
- c) Certified copies of relevant academic and professional certificates;
- d) Names, Cell Phone numbers, E-mail and postal addresses of three (3) referees, two (2) of whom must be professional authorities in relevant fields;

All applications should be addressed and sent to:

The Registrar
Zambian Open University
Newfoundland Campus
Farm Plot No. 7096
P. o. Box 31925
LUSAKA WEST

If sending your application electronically, please send to
registrar@zaou.ac.zm/joshua.mwale@zaou.ac.zm/chitalu.kapusa@zaou.ac.zm

Closing date for receipt of applications is 26th May, 2023.