



EDEN UNIVERSITY

EMPLOYMENT OPPORTUNITY

The University seeks the services of highly motivated individuals to join its team of skilled professionals. Applications are now invited for the positions of **Assistant Registrar (1)** and **Lecturers (3)** in Anatomy, Physiology and Biochemistry.

Assistant Registrar (1)

Reports To: Deputy Registrar – Academics/Dean School of Pharmacy

Job Purpose: *To superintend over the administration of academic programmes in the School of Pharmacy as provided for in the University's Academic Regulations.*

Qualifications, Experience and Skills

- Grade 12 Certificate
- Bachelor's Degree in any field but preferably Social Sciences or Educational Administration
- Three (3) years minimum working experience in a similar role
- Membership to relevant professional bodies is an added advantage
- Excellent decision-making skills
- Analytical skills
- Excellent oral and written communication skills
- Negotiating skills

Lecturers (3)

Key Responsibilities

- Design, prepare and develop courses and teaching materials.
- Develop and implement new methods of teaching to reflect changes in research.
- Deliver lectures, tutorials, and seminars.
- Assess students' coursework.
- Set and mark examinations.
- Support students through an advisory role.
- Undertake personal research projects and actively contribute to the university's research profile.
- Prepare proposals to attract funding to your department for a range of research projects.
- Carry out administrative tasks related to the department, such as induction programs and involvement in committees and boards.
- Contribute to professional conferences and seminars in your field of expertise.
- Establish collaborative links with other institutions, as well as with industrial, commercial and public organizations.
- Participate in staff training activities.
- Carry out other assignment as may be assigned by the supervisor or the University, from time to time

Qualifications, Experience and Skills

- Full grade 12 certificate or its equivalent
- A Master's Degree in the relevant field from a reputable university.
- At least three (3) years university teaching experience
- should be registered with Health Professional Council of Zambia (HPCZ)
- Must have a valid practicing license for 2022
- Certificate in teaching methodology and an experience in pharmacy training will be an added advantage.
- Presentation, management and verbal communication skills and
- Passionate to conduct research.

Application procedure

Interested Candidates are requested to submit their CVs, academic and professional qualifications and proof of experience to;

The Registrar
Eden University
P.O BOX 37727
Barlastone Park
LUSAKA

Or E-mail: *barbara@edenuniversity.education*

Eden university is an equal opportunity employer based on the principal of merit