



UNIVERSITY *of* LUSAKA

Passion for Quality Education: Our Driving Force

CAREER OPPORTUNITIES

The University of Lusaka is inviting applications from suitably qualified candidates to fill the following positions;

1. LECTURER - BIOCHEMISTRY

Job Purpose

The Lecturer in Biochemistry is responsible for teaching undergraduate medical and health sciences students in the subject of Biochemistry. The role involves preparing instructional content, guiding laboratory sessions (if applicable), supporting student learning, and engaging in academic research. The position supports the development of strong foundational knowledge essential for clinical education

Main Duties:

- Deliver lectures, tutorials, practical sessions, and other teaching activities in Biochemistry.
- Prepare lesson plans, course outlines, teaching materials, and learning resources in line with the curriculum.
- Provide academic guidance, mentorship, and support to students to enhance learning outcomes.
- Develop, administer, and mark assessments, examinations, vivas, and practical evaluations, and submit results within prescribed timelines.
- Monitor student attendance, participation, academic progress, and address learning challenges where necessary.
- Participate in curriculum development, review, and continuous quality improvement initiatives.
- Conduct and contribute to research, scholarly publications, and other academic activities within the department.
- Collaborate with clinical and pre-clinical departments to support integrated medical education.
- Ensure compliance with university policies, academic regulations, quality assurance, and accreditation requirements.
- Participate in examination invigilation and uphold academic integrity and professional standards.
- Maintain accurate academic records and prepare departmental reports as required.

- Attend departmental, faculty, and university meetings and perform any other duties assigned by management.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- BSc Chemistry/Biochemistry/Molecular Biology/Biotechnology degree or equivalent appropriate BSc degree.
- Master's degree in Biochemistry/Molecular Biology/Biotechnology or appropriate related field.
- Health Professions Council of Zambia (HPCZ) and relevant partners
- Experience teaching at the undergraduate level is preferred
- Evidence of or interest in scholarly research and publication
- Must have at least three to five (3-5) years relevant experience

Required Skills and Competencies

- Strong teaching, presentation, and communication skills.
- Ability to mentor and support students effectively.
- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Computer literacy and proficiency in e-learning platforms and educational technologies.
- Ability to work collaboratively with academic, clinical, and external stakeholders.

2. LECTURER - HUMAN ANATOMY

Job Purpose

The Lecturer in Anatomy is responsible for teaching undergraduate medical and health sciences students in the subject of Anatomy. The role involves preparing instructional content, guiding laboratory sessions (if applicable), supporting student learning, and engaging in academic research. The position supports the development of strong foundational knowledge essential for clinical education.

Main Duties:

- Provide academic advising, mentorship, and learning support to students while monitoring attendance, participation, and academic progress.
- Prepare lesson plans, course outlines, and instructional materials to support effective delivery of Medical Biochemistry modules.
- Design, administer, invigilate, and mark assessments and examinations, and ensure timely submission of student results and academic reports.

- Participate in research activities, scholarly publications, and curriculum development to enhance academic quality and relevance.
- Collaborate with clinical and preclinical departments to promote integrated medical education and interdisciplinary learning.
- Ensure compliance with university policies, academic regulations, and professional standards, and participate in departmental and institutional activities as required.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- MBChB degree or equivalent appropriate BSc degree
- Master of Medicine in Anatomy or appropriate related field
- Health Professions Council of Zambia (HPCZ) and relevant partners
- Experience teaching at the undergraduate level is preferred
- Evidence of or interest in scholarly research and publication
- Must have at least three to five (5) years relevant experience

Required Skills and Competencies

- Strong teaching, presentation, and communication skills.
- Ability to mentor and support students effectively.
- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Computer literacy and proficiency in e-learning platforms and educational technologies.
- Ability to work collaboratively with academic, clinical, and external stakeholders.

3. LECTURER – PHYSIOLOGY

Job Purpose

The Lecturer in Physiology will be responsible for teaching medical and health sciences students in the subject of Physiology. The successful candidate will prepare and deliver instructional content, support student learning, participate in research activities, and contribute to curriculum development to ensure the delivery of high-quality medical education.

Key Responsibilities

- Deliver lectures, tutorials, and other learning activities in Physiology, and prepare lesson plans, course outlines, and teaching materials.
- Provide academic guidance, mentorship, and support to students while monitoring attendance, participation, and academic progress.
- Design, administer, invigilate, and grade assessments and examinations, and ensure timely submission of student results.

- Participate in research activities, scholarly publications, and curriculum review and development to enhance academic quality and relevance.
- Collaborate with academic and clinical departments to support integrated medical education and student learning.
- Uphold professionalism, ethical standards, university policies, health and safety requirements, and participate in departmental and institutional activities as required.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- An MBChB degree or equivalent appropriate Bachelor's degree from a recognized institution.
- A Master of Medicine in Physiology or a closely related field, or evidence of progression towards completion of a Master's degree.
- Teaching experience at undergraduate level will be an added advantage.
- Evidence of, or demonstrated interest in, research and scholarly publication.

Required Skills and Competencies

- Strong teaching, presentation, and communication skills.
- Ability to mentor and support students effectively.
- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Computer literacy and proficiency in e-learning platforms and educational technologies.
- Ability to work collaboratively with academic, clinical, and external stakeholders.

4. LECTURER – CLINICAL NURSING

Job Purpose

To provide high-quality clinical nursing education by delivering classroom and clinical instruction, supervising and mentoring students during clinical placements, assessing student performance, conducting research, and promoting adherence to professional, ethical, and academic standards, thereby ensuring the development of competent nursing graduates capable of delivering safe and effective patient care.

Key Responsibilities

- Plan and coordinate student clinical duties, practical procedures, and learning activities to ensure comprehensive clinical exposure.
- Prepare and deliver lesson plans, clinical demonstrations, and other teaching activities to develop students' knowledge and clinical competencies.
- Supervise, mentor, counsel, and assess students in clinical settings to promote academic achievement and professional development.
- Conduct and evaluate written, oral, and clinical assessments, maintain clinical records, and provide timely feedback on student performance.
- Participate in research activities, scholarly publications, and collaborate with academic and clinical staff to enhance teaching, learning, and nursing practice.

- Ensure compliance with University policies, examination regulations, professional standards, and actively participate in departmental and institutional activities.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- Bachelors of Science in Nursing
- Master of science degree in a Nursing.
- Teaching methodology certificate required

Required Skills and Competencies

- Strong teaching, presentation, and communication skills.
- Ability to mentor and support students effectively.
- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Computer literacy and proficiency in e-learning platforms and educational technologies.
- Ability to work collaboratively with academic, clinical, and external stakeholders.

5. LECTURER – NURSING

Job Purpose

To deliver high-quality teaching, learning, research, and academic support services in the assigned discipline by preparing and delivering course content, assessing student performance, facilitating student learning and development, conducting research, and ensuring compliance with University policies and academic standards, thereby contributing to the achievement of the University's educational, research, and service objectives.

Key Responsibilities

- Prepare lesson plans, deliver assigned courses, and provide appropriate teaching and learning materials to support student learning.
- Collaborate with Programme Coordinators and academic staff to ensure effective delivery and administration of academic programmes.
- Develop, administer, and evaluate assessments and examinations, and submit student results and progress reports within prescribed timelines.
- Monitor student attendance, participation, and academic performance, and provide support to enhance student success.
- Participate in research activities and contribute to scholarly publications and other academic outputs.
- Uphold university policies, academic standards, professionalism, and academic integrity, and participate in departmental, faculty, and university activities as required.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- Bachelors of Science in Nursing.
- Master of science degree in Nursing.
- Teaching methodology certificate required

Required Skills and Competencies

- Strong teaching, presentation, and communication skills.
- Ability to mentor and support students effectively.
- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Computer literacy and proficiency in e-learning platforms and educational technologies.
- Ability to work collaboratively with academic, clinical, and external stakeholders.

6. HOSPITAL ADMINISTRATOR

Job Purpose

As Hospital Administrator, your main responsibility will be to support the effective management of the hospital's administrative, operational, and financial functions. This includes, but is not limited to, overseeing non-clinical operations, coordinating support services, ensuring regulatory compliance, managing resources, supporting human resource functions, and promoting efficient, patient-centered service delivery to achieve the hospital's strategic objectives.

Key Responsibilities

- Support the development and implementation of the hospital's strategic, operational, and business plans to achieve organizational objectives.
- Coordinate and oversee day-to-day administrative operations, ensuring efficient and patient-centered service delivery.
- Assist in budgeting, financial management, revenue generation, and the effective utilization of hospital resources.
- Support human resource management, including workforce planning, staff performance, training, and employee welfare initiatives.
- Oversee procurement, supply chain management, facilities maintenance, and ensure compliance with regulatory, accreditation, and health and safety requirements.
- Collaborate with clinical and external stakeholders, identify business development opportunities, and prepare operational, financial, and administrative reports to support decision-making.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.

- Bachelor's Degree in Human Resource Management. Public Administration, Business Administration or its equivalent.
- Master's Degree in Human Resource Management, Public Administration, Business Administration (MBA), Public Health, or a related field will be an added advantage.
- Must have at least five (5) or more year(s) relevant management experience in a hospital, healthcare institution, or similar organization

Required Skills and Competencies

- Self-motivated and resourceful with strong interpersonal skills.
- Should be a team player.
- Must be able to work with minimum supervision.
- Proficiency in Microsoft Office applications and hospital information management systems.
- Knowledge of healthcare regulations, accreditation standards, and hospital management practices.
- Ability to work effectively in a multidisciplinary environment and manage multiple priorities.

7. LABORATORY TECHNICIAN - PHYSIOLOGY (2), PUBLIC HEALTH (1), PHARMACOLOGY (2), PHYSICS (1) BIOMEDICAL (2) ANATOMY (2)

Job Purpose

To support students in conducting routine and complex tests, preparing samples and maintaining equipment's /tools to ensure operations and procedures are done smoothly. These tasks will be reviewed periodically and do not limit Management from assigning new tasks to respective Laboratory technicians.

Key Responsibilities

- Ensure that laboratory practical for full- time, part-time and distance classes are conducted.
- Prepares laboratory manuals for students.
- Advise students on reading laboratory manuals in advance
- Ensure to work with respective program coordinators in facilitating the running of programs.
- Ensures that Laboratory practicals are planned and prepared at the start of each semester i.e. Laboratory manuals, reagents and equipment.
- Ensures to set Laboratory examination papers in line with set standards.
- Perform other duties as assigned by Management.

Qualifications and Experience

Applicants must possess:

- Grade twelve Certificate with five (5) credits or better.
- Degree or diploma in Laboratory Sciences or equivalent from a recognized institution.

- Must have at least one year (1) in experience in a hospital or university laboratory setting.
- For technicians that require registration with Health Professions Council of Zambia should produce a valid license.

Required Skills and Competencies

- Strong interpersonal and teamwork skills.
- High levels of professionalism, integrity, and ethical conduct.
- Strong knowledge in laboratory sciences and attention to details.

8. ASSISTANT HEALTH AND SAFETY OFFICER

Job Purpose

To assist in promoting, implementing, and maintaining a safe and healthy working environment by supporting the Health and Safety Team in monitoring workplace conditions, ensuring compliance with Health and Safety regulations, and fostering a culture of safety awareness among employees.

Key Responsibilities

- Assist in the development, implementation, and review of occupational health and safety policies, procedures, and programs.
- Conduct workplace inspections and risk assessments, identify hazards, and recommend corrective and preventive measures.
- Support the investigation of incidents and accidents, prepare reports, and assist in implementing corrective actions.
- Maintain accurate health and safety records, including inspection reports, incident reports, training records, and compliance documentation.
- Coordinate health and safety training, awareness campaigns, safety drills, and promote compliance with PPE and safety standards.
- Support regulatory compliance, emergency preparedness and response activities, and participate in safety committee initiatives and other assigned duties.

Qualifications and Experience

- Grade twelve Certificate with five (5) credits or better.
- Diploma in Occupational Health and Safety from a recognized institution.
- Must have at least one (1) year experience in occupation health and safety.

- You must be a valid registered member of the Zambia Occupational Health and Safety Association.

Required Skills and Competencies

- Strong knowledge of Zambian OHS Laws and regulations.
- Strong interpersonal and teamwork skills.
- Ability to conduct risk assessment, hazard identification and accident investigation
- High levels of professionalism, integrity, and ethical conduct.
- Strong knowledge in laboratory sciences and attention to details.

9. MATRON

Job Purpose

The University Matron will be responsible for maintaining the hostel environment and managing the welfare of students residing in university accommodation. The role focuses on providing pastoral care and ensuring the physical, social, emotional, and general well-being of boarders while fostering a safe, supportive, and conducive living and learning environment. The Matron will work towards creating a true "home away from home" experience for all students in residence.

Key Responsibilities

- Support the orientation and induction of new students and promote a positive, safe, and supportive hostel environment.
- Monitor student conduct, enforce hostel regulations, and provide guidance, pastoral care, and appropriate disciplinary support.
- Coordinate with counsellors, healthcare providers, and relevant departments to address student welfare, health, and psychosocial needs.
- Maintain accurate records of student incidents, treatments, and welfare matters, and report relevant issues to the Resident Officer.
- Conduct routine hostel and room inspections, oversee room clearance procedures, and report maintenance, safety, and security concerns promptly.
- Support student activities, emergency response efforts, and ensure the overall safety, security, and wellbeing of students residing in university accommodation.

Qualifications and Experience

- A Grade 12 School Certificate or equivalent.
- A Diploma in Social Work, Counselling Psychology, Nursing, Education, Public Health, Community Development, or a related field from a recognized institution.
- A Bachelor's Degree in a relevant field will be an added advantage.
- A valid First Aid Certificate will be an added advantage.
- A minimum of two (2) years' experience in student affairs, hostel management, welfare services, counselling support, nursing, or a related role.

- Experience working in a university, college, boarding school, or residential institution will be an added advantage.

Required Skills and Competencies

- Strong interpersonal and relationship management skills.
- Excellent communication and counselling support skills.
- Ability to work effectively with young adults from diverse backgrounds.
- Strong conflict resolution and disciplinary management skills.
- High levels of integrity, empathy, and professionalism.
- Ability to handle confidential and sensitive information appropriately.
- Good organizational, record-keeping, and reporting skills.
- Ability to respond calmly and effectively during emergencies.
- Computer literacy and proficiency in Microsoft Office applications.
- Ability to work flexible hours, including evenings, weekends, and public holidays when required.

10. FRONT DESK / CLAIMS OFFICER (HOSPITAL)

Job Purpose

The Front Desk / Claims Officer will be responsible for managing and processing medical claims efficiently, ensuring accurate documentation, verification, and timely reimbursement while maintaining compliance with hospital policies and insurance regulations.

Key Responsibilities

- Review, verify, and process medical insurance claims accurately and within established timelines.
- Maintain comprehensive claims records and prepare reports and supporting documentation for management and audit purposes.
- Liaise with insurance providers to facilitate claim settlements and resolve claim-related queries, discrepancies, and disputes.
- Ensure compliance with hospital policies, insurance regulations, data protection requirements, and patient confidentiality standards.
- Assist patients in understanding insurance coverage, claims procedures, and reimbursement requirements.
- Collaborate with Finance, Billing, and other departments to monitor outstanding claims, improve claims processing efficiency, and support effective claims management.

Qualifications and Experience

- A Grade 12 School Certificate or equivalent.
- A Diploma in Insurance, Finance, Healthcare Administration, or a related field from a recognized institution.
- A minimum of one (1) to two (2) years' relevant experience in claims processing, medical billing, health insurance administration, or a related area.
- Experience working in a healthcare or hospital environment will be an added advantage.

Required Skills and Competencies

- Strong analytical and problem-solving skills.
- Good understanding of medical claims processing and insurance procedures.
- Excellent record-keeping and documentation skills.
- Strong attention to detail and accuracy.
- Effective communication and interpersonal skills.
- Ability to manage sensitive information with confidentiality and professionalism.
- Computer literacy, including proficiency in Microsoft Office applications.
- Ability to work under pressure and meet strict deadlines.

Salary Package:

An attractive and competitive package will be offered designed to reward one's qualification and expertise.

APPLICATION GUIDELINES

Interested candidates should upload their applications together with copies of educational & professional certificates, and curriculum vitae with traceable references to the undersigned in one (1) pdf through the link provided below. The closing date for receiving applications is 22nd June, 2026.

The Registrar,
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P O Box 36711, Lusaka Zambia

<https://docs.google.com/forms/d/e/1FAIpQLSd9n3iNRVOrbaC8rfHoQUGn22obYHboH-X0TSldaEWBOw2MEA/viewform?usp=publish-editor>