



MINISTRY OF HIGHER EDUCATION
LUSAKA BUSINESS AND TECHNICAL COLLEGE
MANAGEMENT BOARD
JOB OPPORTUNITY 2021

Lusaka Business and Technical College (LBTC) is one of the leading TEVET Institutions providing technical and entrepreneurial training in Zambia. LBTC boasts of a high quality training standards and is now looking for suitable candidate to fill the vacancies in the following positions:

1. LECTURERS

Principal Accountabilities

Report to the Head of Departments.

Lecturers will be the key persons in the provision of the service of education in the departments.

His/her principal accountabilities shall include the following:

- To provide instruction to students through explanations of subject matter using classroom demonstrations, 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 and 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 availing these to students for them to make comparisons and correction

- Develop evaluation to assess each student's performance and progress Assess students' work against plagiarism
- Maintain assessment records for all students
- Provide office hours allowing students to come for individual help

LECTURER PURCHASING AND SUPPLY - 1

Subject areas of specialization

- Supply chain management
- Public procurement processes

Qualifications:

- Full Grade 12 Certificate with 05 Credits or better including Mathematics and English
- Bachelor's degree in purchasing and supply from a recognized and accredited Institution of higher learning
- Teaching experience is an added is an advantage
- Must be a member of ZIPS

LECTURER SECRETARIAL AND OFFICE MANAGEMENT -2

Subject areas of specialization

- Shorthand Speeds
- Typewriting Stage 1 to 3
- Word Processing

Qualifications:

- Full Grade 12 Certificate with 05 Credits or better including Mathematics and English
- Advanced certificate in secretarial and office management
- Diploma in Secretarial and Office Management is the added advantages
- Technical Teacher's Qualification
- Teaching experience added is an advantage

LECTURER IN ELECTRICAL ENGINEERING - 2

Subject areas of specialization

- Electrical Power systems
- Electrical Machines
- Electrical Protection
- Electrical Instruments
- Electrical Workshop Practice

Qualifications:

- 5 'O' levels including maths, science and English
- Professional Qualifications - Bachelor's degree in Electrical Engineering.
- Technical Teacher's Qualification
- Must be a member of EIZ
- Three years teaching experience

LECTURER IN WATER OPERATIONS AND SUPPLY - 1**Subject areas of specialization**

- Water Plant Operations
- Workshop Practice and Processes

Qualifications:

- 5 'O' levels including maths, science and English
- Minimum Qualifications - Bachelor's degree in Water related field.
- Technical Teacher's Qualification
- Must be a member of EIZ
- Three years teaching experience

2. LIBERIAN**Job Purpose**

The Librarian is accountable to the Vice principal for the efficient planning, directing and control of the College Library functions to ensure timely availability of material for reading and teaching and research.

Main Duties and Accountabilities

- Ensures systematic availability of books, periodicals, digitised and other recorded materials to users.
- Formulate and implement a strong evolving program of public services to facilitate access to information services.
- Examine book reviews, publishers' catalogues and other information sources for the purposes of recommending materials for acquisition.
- Prepare and administer staff and budget resources to maintain efficient and flexible operations
- Conduct regular research to ascertain readers' changing needs

- Plan and supervise the acquisition, classifications, cataloguing, shelving and circulation of library materials and maintenance of records concerning their issue, return and related matters.
- Responsible for efficient and effective management and development of information and Communication Technology (ICT) services within the library and other networks
- Research and publish as an academic member of staff,
- Carry out any other such tasks and assignment as may be delegated by the Vice Chancellor.

Qualifications and Experience required

- Grade 12 or form V Certificate with 5 “O” level Credits which should include English Language and Mathematics:
- Minimum of Degree in Library studies/information Science.
- At least two (2) years of work experience in an academic library.

OTHER SKILLS (ATTRIBUTES) NEEDED

- Analytical skills
- Initiative
- Confidentiality
- Integrity
- Negotiating skills
- Computer skills
- Leadership skills

All interested candidates who meet the above criteria should send their application, copies of qualifications accompanied by detailed curriculum vitae to:

The Human Resource and Administration Manager
Lusaka Business and Technical College
P/Bag RW 50020A
Lusaka

OR
marketing@lbtc.ac.zm

Closing date for receipt of applications is 8TH February ,2021

JOB DESCRIPTIONS APPROVED

Agreed/signed by.....

Job holder.....Date.....