



Central International University(CIU) (Formerly, Central Hamburg University-CHU)

Contact Germany Addresses
Beethovenstraße 24, 25337
Elmshorn, Germany

University Service-UNS
Hoheluftchaussee 108, 20253
Hamburg, Germany

www.central-hamburg-university.de

Operational Zambia HQ Addresses
Latterrain Academy
Mpika, Muchinga Province, Zambia

African Future College LTD
Alick Nkhata Avenue & Kasiba
Road, Lusaka, Zambia

St. Nicholas Community Center
Lusaka, Zambia

Registration Numbers
Germany VR 4174 HL
Zambia RNGO101/1199/2020

Duties & Responsibilities

The African CEO & Deputy African CEO Central International University(CIU)

Region Of Operation
Zambia & Other African Countries

Currently Serving
Francis Kaluba, Afro-CEO
Emma Kamanga, Deputy Afro-CEO

Updated: At CIU Germany HQ, 02.07.2023

Duties & Responsibilities

The Afro-CEO and Deputy Afro-CEO shall confine their functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

(A) Chief Executive Officer (CEO) of CIU

1. Provide strategic leadership:
The CEO is responsible for setting the overall strategic direction of CIU, establishing goals, and ensuring that the university operates in alignment with its mission and vision.
2. Oversee operations:
The CEO oversees all aspects of the university's operations, including academic programs, administrative functions, financial management, and student services.
3. Develop policies and procedures:
The CEO develops and implements policies and procedures that govern the university's operations, ensuring compliance with legal and regulatory requirements.
4. Foster collaboration:
The CEO fosters collaboration among different departments and campuses of CIU, promoting a cooperative and productive working environment.
5. Manage faculty and staff:
The CEO is responsible for recruiting, hiring, and managing a qualified faculty and staff team, providing leadership and support to ensure their professional growth and development.
6. Financial management:
The CEO oversees the university's budget and financial resources, ensuring sound financial management and sustainability.
7. Stakeholder engagement:
The CEO represents CIU and engages with various stakeholders, including government officials, industry partners, donors, and community leaders, to build relationships and promote the university's interests.
8. External partnerships:
The CEO establishes and maintains strategic partnerships with other educational institutions, organizations, and businesses to enhance academic programs, research collaborations, and student opportunities.

9. Fundraising and development:
The CEO leads efforts to secure funding and donations for CIU through fundraising initiatives, grant applications, and cultivating relationships with potential donors.
10. Quality assurance:
The CEO ensures the quality of education and academic programs offered by CIU, implementing measures to assess and improve teaching and learning outcomes.
11. Promote research and innovation:
The CEO encourages research and innovation within CIU, supporting faculty and students in their research endeavors and fostering a culture of intellectual curiosity.
12. Student recruitment and retention:
The CEO develops strategies for attracting and retaining a diverse and talented student body, implementing marketing and enrollment initiatives to achieve enrollment targets.
13. Alumni relations:
The CEO maintains strong relationships with CIU alumni, promoting alumni engagement and involvement in the university's activities and initiatives.
14. Public relations and communication:
The CEO serves as the public face of CIU, representing the university in media interactions, public events, and communications with the broader community.
15. Strategic planning:
The CEO leads the development and implementation of long-term strategic plans for CIU, identifying opportunities for growth and expansion.
16. Crisis management:
The CEO is responsible for managing crises or emergencies that may arise within CIU, implementing appropriate protocols and ensuring the safety and well-being of students, faculty, and staff.
17. Regulatory compliance:
The CEO ensures compliance with relevant laws, regulations, and accreditation requirements, maintaining appropriate documentation and reporting systems.

18. Continuous improvement:

The CEO fosters a culture of continuous improvement within CIU, encouraging innovation, efficiency, and effectiveness in all aspects of university operations.

19. Board of Directors interaction:

The CEO interacts with the CIU Board of Directors, providing regular updates, seeking guidance and support, and implementing board-approved policies and decisions.

20. Visionary leadership:

The CEO provides visionary leadership for CIU, inspiring and motivating faculty, staff, and students to achieve excellence and fulfill the university's mission.

21. And more that may be found fit to action!

(B) Deputy Chief Executive Officer (CEO) of CIU:

1. Support the CEO:

The Deputy CEO assists the CEO in carrying out their responsibilities and provides support in various areas, including strategic planning, operations, and decision-making.

2. Oversee specific departments:

The Deputy CEO may be assigned to oversee specific departments or areas within CIU, ensuring their efficient functioning and alignment with the university's goals.

3. Collaborate with department heads:

The Deputy CEO works closely with department heads to coordinate activities, resolve issues, and ensure effective communication and collaboration across departments.

4. Manage projects:

The Deputy CEO may be responsible for managing specific projects or initiatives within CIU, overseeing their planning, execution, and evaluation.

5. Budgeting and financial management:

The Deputy CEO assists the CEO in budgeting and financial management tasks, providing input and analysis to support decision-making.

6. Interim leadership:

In the absence of the CEO, the Deputy CEO may assume interim leadership responsibilities, ensuring continuity of operations and decision-making.

7. Staff supervision:

The Deputy CEO may be involved in supervising staff members, providing guidance, support, and performance feedback to promote their professional development.

8. Strategic partnerships:

The Deputy CEO may be involved in developing and maintaining strategic partnerships on behalf of CIU, collaborating with external organizations and stakeholders.

9. Policy development:

The Deputy CEO participates in the development and implementation of policies and procedures within CIU, ensuring their consistency and effectiveness.

10. Stakeholder engagement:

The Deputy CEO engages with various stakeholders, representing CIU in meetings, events, and interactions to build relationships and promote the university's interests.

11. Academic program assessment:

The Deputy CEO may be involved in assessing the quality and relevance of academic programs, collaborating with faculty and department heads to identify areas for improvement.

12. Student support:

The Deputy CEO supports student success initiatives, working closely with student services and other departments to enhance the overall student experience.

13. Internal communications:

The Deputy CEO assists in ensuring effective internal communication within CIU, disseminating information, and fostering a culture of transparency and collaboration.

14. Crisis management support:

The Deputy CEO provides support to the CEO in managing crises or emergencies, helping coordinate response efforts and ensuring the well-being of the CIU community.

15. Board of Directors interaction:

The Deputy CEO may interact with the CIU Board of Directors, providing updates, reports, and supporting board-related activities as delegated by the CEO.

16. Continuous improvement initiatives:

The Deputy CEO contributes to continuous improvement efforts within CIU, identifying opportunities for operational enhancement and efficiency.

17. Compliance monitoring:

The Deputy CEO assists in monitoring regulatory compliance within CIU, ensuring adherence to relevant laws, regulations, and accreditation standards.

18. Staff development:

The Deputy CEO supports the professional development of staff members within CIU, providing guidance, mentorship, and training opportunities.

19. Data analysis and reporting:

The Deputy CEO may be involved in data analysis and reporting activities, supporting evidence-based decision-making and accountability.

20. Collaborative leadership:

The Deputy CEO exhibits collaborative leadership, fostering a positive and inclusive work culture that encourages teamwork, creativity, and continuous learning.

21. And more that may be found fit to action!

Expanded Notes On Duties And Responsibilities

Updated: At CIU Germany HQ, 02.07.2023

Dear Afro-CEO and Deputy Afro-CEO

Below are the expanded and explained duties and responsibilities.

(A) Chief Executive Officer (CEO) of CIU:

1. Provide strategic leadership:

The CEO sets the overall strategic direction of CIU by developing a clear vision and mission for the university.

This involves identifying key goals and objectives, establishing priorities, and defining strategies to achieve them. The CEO should engage stakeholders, including faculty, staff, students, and external partners, to ensure broad input and consensus on the strategic direction.

2. Oversee operations:

The CEO has a comprehensive oversight role, ensuring that all aspects of the university's operations run smoothly.

This includes overseeing academic programs, administrative functions, financial management, and student services. The CEO should establish clear reporting lines, delegate responsibilities as necessary, and regularly review performance to ensure effective operations across the institution.

3. Develop policies and procedures:

The CEO is responsible for developing and implementing policies and procedures that govern the university's operations.

This involves identifying legal and regulatory requirements, consulting with relevant stakeholders, and establishing clear guidelines and protocols. The CEO should ensure that policies are communicated effectively, understood by all stakeholders, and consistently enforced.

4. Foster collaboration:

The CEO plays a critical role in fostering collaboration and cooperation among different departments and campuses within CIU.

This includes promoting a culture of teamwork, facilitating effective communication channels, and creating opportunities for cross-departmental initiatives. The CEO should encourage the sharing of ideas, resources, and best practices to maximize synergies and improve overall organizational effectiveness.

5. Manage faculty and staff:

The CEO is responsible for building and managing a talented and motivated faculty and staff team.

This involves recruiting and hiring qualified individuals, providing ongoing support and professional development opportunities, and fostering a positive work environment. The CEO should establish clear performance expectations, provide regular feedback, and recognize and reward exceptional performance.

6. Financial management:

The CEO has overall responsibility for the university's financial management.

This includes developing and overseeing the annual budget, monitoring financial performance, and ensuring fiscal responsibility. The CEO should work closely with the finance department and other stakeholders to establish financial controls, identify potential revenue streams, and manage expenses to ensure the financial sustainability of CIU.

7. Stakeholder engagement:

As the face of CIU, the CEO represents the university and engages with various stakeholders, including government officials, industry partners, donors, alumni, and community leaders. The CEO should cultivate and maintain strong relationships by attending relevant events, participating in community initiatives, and advocating for the university's interests. Effective stakeholder engagement helps build support, foster collaborations, and enhance CIU's reputation.

8. External partnerships:

The CEO is responsible for establishing and maintaining strategic partnerships with other educational institutions, organizations, and businesses.

This involves identifying opportunities for collaboration, negotiating agreements, and managing ongoing relationships. The CEO should actively seek partnerships that align with CIU's mission and goals, leveraging these collaborations to enhance academic programs, research opportunities, and student experiences.

9. Fundraising and development:

The CEO plays a key role in securing funding and resources for CIU.

This includes developing and implementing fundraising strategies, cultivating relationships with potential donors, and overseeing grant applications. The CEO should engage with alumni, philanthropic organizations, and government agencies to solicit financial support and secure resources for scholarships, infrastructure development, research projects, and other university initiatives.

10. Quality assurance:

The CEO ensures the quality of education and academic programs offered by CIU.

This involves implementing robust quality assurance mechanisms, including regular program evaluations, accreditation processes, and student feedback mechanisms. The CEO should work closely with academic leaders, faculty, and relevant committees to identify areas for improvement, promote innovative teaching methods, and ensure that CIU maintains high academic standards.

11. Promote research and innovation:

The CEO fosters a culture of research and innovation within CIU.

This includes supporting faculty and students in their research endeavors, allocating resources for research activities, and promoting interdisciplinary collaboration. The CEO should encourage the dissemination of research findings, facilitate external research partnerships, and advocate for policies that support research excellence.

12. Student recruitment and retention:

The CEO is responsible for developing strategies to attract and retain a diverse and talented student body.

This involves developing marketing and enrollment initiatives, establishing strong relationships with high schools and educational institutions, and leveraging technology and social media platforms for effective outreach. The CEO should also focus on enhancing student support services, promoting student success initiatives, and creating a positive campus culture that fosters student engagement and satisfaction.

13. Alumni relations:

The CEO maintains strong relationships with CIU alumni, recognizing their contributions, and engaging them in the university's activities and initiatives.

This involves organizing alumni events, creating networking opportunities, and providing platforms for alumni to give back to CIU through mentoring, guest lectures, or philanthropic support. The CEO should establish effective alumni communication channels and leverage the alumni network to enhance CIU's reputation and support its strategic goals.

14. Public relations and communication:

As the public face of CIU, the CEO represents the university in media interactions, public events, and communications with the broader community.

The CEO should develop and implement a comprehensive communication strategy that highlights CIU's achievements, shares news and updates, and manages crisis communications effectively. Strong public relations and communication help build and maintain a positive image of CIU among stakeholders, including the media, local communities, and the general public.

15. Strategic planning:

The CEO leads the development and implementation of long-term strategic plans for CIU.

This involves conducting environmental scans, analyzing trends in higher education, and identifying opportunities for growth and innovation. The CEO should engage stakeholders in the strategic planning process, set measurable objectives, and establish performance indicators to track progress. Regular review and adjustment of strategic plans ensure CIU's adaptability and continued relevance in a dynamic educational landscape.

16. Crisis management:

The CEO is responsible for managing crises or emergencies that may arise within CIU.

This includes establishing crisis management protocols, ensuring the safety and well-being of the university community, and effectively communicating with stakeholders. The CEO should work closely with relevant departments, such as security, student services, and communications, to develop emergency response plans, conduct drills, and coordinate response efforts during crises to minimize disruptions and protect the interests of CIU and its stakeholders.

17. Regulatory compliance:

The CEO ensures that CIU complies with relevant laws, regulations, and accreditation requirements.

This involves staying updated on changes in regulations, maintaining appropriate documentation and reporting systems, and overseeing internal audits and compliance checks. The CEO should collaborate with legal counsel and relevant departments to address compliance issues, implement corrective actions when necessary, and proactively identify areas for improvement to maintain CIU's reputation and standing.

18. Continuous improvement:

The CEO fosters a culture of continuous improvement within CIU, encouraging innovation, efficiency, and effectiveness in all aspects of university operations.

This involves establishing mechanisms for gathering feedback, analyzing data, and benchmarking against industry best practices. The CEO should empower faculty, staff, and students to contribute ideas and initiatives for improvement, and provide resources and support for implementing innovative solutions that enhance the overall learning and working environment at CIU.

19. Board of Directors interaction:

The CEO interacts with the CIU Board of Directors, providing regular updates, seeking guidance and support, and implementing board-approved policies and decisions.

This involves preparing board meeting materials, presenting reports and recommendations, and collaborating with board members to align strategic goals and governance processes. The CEO should maintain open and transparent communication with the board, ensuring effective collaboration and mutual understanding to support CIU's long-term success.

20. Visionary leadership:

The CEO provides visionary leadership for CIU, inspiring and motivating faculty, staff, and students to achieve excellence and fulfill the university's mission. This involves articulating a compelling vision for CIU's future, promoting a shared sense of purpose, and fostering a positive and inclusive organizational culture. The CEO should lead by example, demonstrate integrity and ethical conduct, and encourage innovation, creativity, and diversity of thought to drive CIU's success as a leading educational institution.

Deputy Chief Executive Officer (CEO) of CIU

1. Support the CEO:

The Deputy CEO assists the CEO in carrying out their responsibilities and provides support in various areas, including strategic planning, operations, and decision-making.

This involves understanding the CEO's vision and priorities, actively seeking ways to assist and contribute, and aligning actions with the CEO's strategic direction.

2. Oversee specific departments:

The Deputy CEO may be assigned to oversee specific departments or areas within CIU.

To execute this duty effectively, the Deputy CEO should establish regular communication channels with department heads, understand their goals and challenges, and provide guidance and resources to ensure the departments operate efficiently and in alignment with the university's overall objectives.

3. Collaborate with department heads:

The Deputy CEO works closely with department heads to coordinate activities, resolve issues, and ensure effective communication and collaboration across departments.

This includes facilitating regular departmental meetings, fostering a cooperative and inclusive environment, and encouraging interdepartmental initiatives that promote synergy and shared goals.

4. Manage projects:

The Deputy CEO may be responsible for managing specific projects or initiatives within CIU.

To execute this duty, the Deputy CEO should establish project management frameworks, define project scopes, allocate resources, set timelines, and monitor progress. Effective project management involves coordinating stakeholders, delegating tasks, ensuring accountability, and providing regular updates to the CEO and relevant stakeholders.

5. Budgeting and financial management:

The Deputy CEO assists the CEO in budgeting and financial management tasks.

To execute this duty, the Deputy CEO should work closely with the finance department, gather financial data, analyze budget proposals, and provide input and recommendations to the CEO. This includes monitoring financial performance, identifying potential cost-saving measures, and aligning budget allocations with the university's strategic priorities.

6. Interim leadership:

In the absence of the CEO, the Deputy CEO may assume interim leadership responsibilities.

To execute this duty effectively, the Deputy CEO should be prepared to step into the CEO's role seamlessly by familiarizing themselves with the CEO's responsibilities, establishing a clear chain of command, and ensuring continuity of operations. This includes making decisions, addressing urgent issues, and communicating with stakeholders in a timely and transparent manner.

7. Staff supervision:

The Deputy CEO may be involved in supervising staff members within CIU.

To execute this duty, the Deputy CEO should provide guidance and support to staff, ensure their professional development needs are met, and facilitate a positive and productive work environment. This includes setting performance expectations, conducting regular performance evaluations, providing constructive feedback, and recognizing and rewarding exceptional performance.

8. Strategic partnerships:

The Deputy CEO may be involved in developing and maintaining strategic partnerships on behalf of CIU.

To execute this duty effectively, the Deputy CEO should identify potential partners, initiate and maintain relationships, and explore collaboration opportunities that align with CIU's strategic goals. This includes attending conferences, networking events, and industry meetings, and leveraging existing networks to build mutually beneficial partnerships.

9. Policy development:

The Deputy CEO participates in the development and implementation of policies and procedures within CIU.

To execute this duty, the Deputy CEO should collaborate with relevant stakeholders, conduct research on best practices, and ensure policies are in compliance with legal and regulatory requirements. The Deputy CEO should also communicate policies effectively, provide training and guidance to staff, and monitor policy adherence across the organization.

10. Stakeholder engagement:

The Deputy CEO engages with various stakeholders on behalf of CIU, representing the university's interests and building relationships.

To execute this duty effectively, the Deputy CEO should proactively engage with stakeholders such as government officials, industry partners, donors, and community leaders. This includes attending meetings, conferences, and events, seeking feedback and input, and fostering strong relationships through effective communication and collaboration.

11. Academic program assessment:

The Deputy CEO may be involved in assessing the quality and relevance of academic programs within CIU.

To execute this duty, the Deputy CEO should work closely with faculty and department heads to review program outcomes, curriculum design, and instructional methods. This includes collecting and analyzing data, conducting program evaluations, and collaborating with faculty to identify areas for improvement and implement changes that enhance program quality.

12. Student support:

The Deputy CEO supports student success initiatives within CIU.

To execute this duty, the Deputy CEO should collaborate with student services and other departments to ensure students receive comprehensive support throughout their academic journey. This includes enhancing student engagement, promoting a positive campus culture, addressing student concerns, and developing programs and services that foster student success and well-being.

13. Internal communications:

The Deputy CEO assists in ensuring effective internal communication within CIU.

To execute this duty, the Deputy CEO should establish communication channels, disseminate information, and foster a culture of transparency and collaboration. This includes facilitating regular staff meetings, providing updates on university-wide initiatives, and creating platforms for staff to share ideas, provide feedback, and contribute to the overall development of CIU.

14. Crisis management support:

The Deputy CEO provides support to the CEO in managing crises or emergencies that may arise within CIU.

To execute this duty effectively, the Deputy CEO should be familiar with crisis management protocols, collaborate with relevant departments to develop emergency response plans, and assist in coordinating response efforts. This includes ensuring the safety and well-being of the university community, maintaining effective communication with stakeholders, and implementing mitigation strategies to minimize the impact of crises.

15. Board of Directors interaction:

The Deputy CEO may interact with the CIU Board of Directors.

To execute this duty, the Deputy CEO should provide regular updates, reports, and presentations to the board, ensuring effective communication and transparency. The Deputy CEO should be prepared to address board inquiries, provide insights and recommendations, and support board-related activities as delegated by the CEO.

16. Continuous improvement initiatives:

The Deputy CEO contributes to continuous improvement efforts within CIU.

To execute this duty, the Deputy CEO should actively seek opportunities for operational enhancement and efficiency. This includes analyzing processes and procedures, gathering feedback from stakeholders, and implementing initiatives that drive innovation, streamline operations, and enhance the overall effectiveness of CIU.

17. Compliance monitoring:

The Deputy CEO assists in monitoring regulatory compliance within CIU.

To execute this duty, the Deputy CEO should stay updated on relevant laws, regulations, and accreditation requirements, collaborate with legal counsel and relevant departments to ensure compliance, and establish processes for regular audits and reviews. This includes identifying potential compliance risks, implementing corrective actions, and promoting a culture of ethical conduct and compliance throughout the organization.

18. Staff development:

The Deputy CEO supports the professional development of staff members within CIU.

To execute this duty, the Deputy CEO should provide guidance, mentorship, and training opportunities that enhance staff skills and capabilities. This includes identifying staff development needs, coordinating training programs, and fostering a supportive environment that encourages continuous learning and growth.

19. Data analysis and reporting:

The Deputy CEO may be involved in data analysis and reporting activities within CIU.

To execute this duty, the Deputy CEO should collect and analyze relevant data, generate reports and insights, and present findings to inform decision-making processes. This includes leveraging data to identify trends, monitor key performance indicators, and assess the effectiveness of initiatives and strategies.

20. Collaborative leadership:

The Deputy CEO exhibits collaborative leadership, fostering a positive and inclusive work culture within CIU.

To execute this duty effectively, the Deputy CEO should promote teamwork, encourage open communication, and create opportunities for collaboration across departments and campuses. This includes actively engaging with staff, promoting a shared vision and goals, and creating a supportive environment that values diverse perspectives and contributions.