



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

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Duties & Responsibilities

**The Secretary General(SG) Africa and Deputy Secretary General(DSG)
Central International University(CIU)**

**Region Of Operation
Zambia & Other African Countries**

**Currently Serving
Charity Muponda SG & DSG (Advertised!!)**

Updated: At CIU Germany HQ, 02.07.2023

Duties & Responsibilities

The Secretary General Africa and Deputy Secretary General Africa shall confine their functions as shortlisted below. Therefore, all the staff are hereby informed by these functions.

(A) The Secretary General (SG) of Central International University:

1. Oversee the administrative operations of CIU:

The SG is responsible for managing and supervising the administrative functions of the university. This includes overseeing areas such as human resources, finance, facilities management, and administrative support services.

Execution: The SG can establish effective administrative systems, policies, and procedures to ensure smooth operations. They should provide leadership and guidance to administrative staff, establish performance metrics, and conduct regular evaluations to ensure efficiency and effectiveness.

2. Develop and implement administrative policies and procedures:

The SG is tasked with developing and implementing administrative policies and procedures that align with the university's goals and objectives. These policies cover areas such as finance, procurement, human resources, facilities management, and records management.

Execution: The SG can work closely with relevant departments and stakeholders to develop administrative policies and procedures that meet legal and regulatory requirements. They should communicate and train staff on these policies, ensuring their understanding and adherence across the university.

3. Manage human resources and personnel matters:

The SG is responsible for overseeing the human resources function, including recruitment, employee onboarding, performance management, training and development, and employee relations. They ensure compliance with labor laws and foster a positive work environment.

Execution: The SG can collaborate with the HR department to establish effective recruitment and selection processes, develop training and development programs, and implement performance management systems. They should address employee concerns, promote professional development, and encourage diversity, equity, and inclusion in all HR practices.

4. Coordinate and support university events and ceremonies:

The SG plays a crucial role in coordinating and supporting university events, such as convocations, conferences, workshops, and other special ceremonies. They ensure smooth logistics, appropriate venues, and necessary resources for successful events.

Execution: The SG can establish an events management team or work closely with relevant departments to plan and execute university events. They coordinate with external stakeholders, manage budgets, arrange facilities and equipment, and provide logistical support to ensure the seamless organization of events.

5. Maintain and enhance internal and external communication:

The SG is responsible for managing internal and external communication channels of CIU. They ensure effective communication with staff, faculty, students, alumni, and other stakeholders, both within and outside the university.

Execution: The SG can develop communication strategies and channels, such as newsletters, emails, intranet portals, and social media platforms, to disseminate information and updates. They should foster open communication, facilitate feedback mechanisms, and coordinate public relations efforts to promote the university's image and achievements.

6. Support governance and leadership activities:

The SG provides support to the university's governance bodies, such as the Board of Trustees or Council, by coordinating meetings, preparing agendas, and maintaining official records. They also assist in the implementation of strategic initiatives and decision-making processes.

Execution: The SG can work closely with the university administration and governance bodies to ensure smooth functioning of meetings, facilitate information flow, and provide necessary documentation. They assist in strategic planning, policy development, and execution of decisions made by the governing bodies.

7. Manage and maintain institutional records and archives:

The SG oversees the management and maintenance of institutional records, including legal documents, academic records, and other official records. They ensure compliance with record-keeping requirements and facilitate access to information as needed.

Execution: The SG can establish proper record-keeping systems, implement document management protocols, and ensure the security and confidentiality of sensitive information. They collaborate with relevant departments to establish records retention schedules, facilitate document digitization, and comply with data protection regulations.

8. Coordinate international collaborations and partnerships:

The SG plays a key role in coordinating and fostering international collaborations and partnerships with other universities, organizations, and institutions. This includes identifying potential partners, establishing agreements, and promoting academic and research collaborations.

Execution: The SG can actively engage in networking and building relationships with international counterparts. They participate in international conferences and meetings, explore opportunities for student and faculty exchanges, facilitate joint research projects, and negotiate partnership agreements to enhance CIU's global presence.

9. Ensure compliance with legal and regulatory requirements:

The SG ensures that CIU operates in compliance with relevant legal and regulatory requirements at the local, national, and international levels. This includes areas such as education laws, taxation, employment regulations, and intellectual property rights.

Execution: The SG stays updated on laws and regulations impacting higher education and ensures that policies and practices within the university are in accordance with these requirements. They collaborate with legal advisors, regulatory bodies, and relevant authorities to address compliance issues and mitigate potential risks.

10. Provide support and guidance to the Deputy Secretary General:

The SG provides support and guidance to the Deputy Secretary General, fostering a collaborative working relationship and ensuring the efficient functioning of the office.

Execution: The SG works closely with the Deputy Secretary General, delegating responsibilities, providing guidance, and promoting effective communication. They establish regular meetings, facilitate knowledge sharing, and collaborate on strategic initiatives, ensuring alignment with the university's vision and goals.

(B) The Deputy Secretary General (DSG) of Central International University:

1. Assist the Secretary General in overseeing administrative operations:

The DSG supports the SG in overseeing the administrative functions of the university, ensuring the smooth operation of various departments and services.

Execution: The DSG collaborates closely with the SG to understand the administrative requirements, assist in policy development, and ensure compliance with procedures. They provide guidance and support to administrative staff, address operational challenges, and promote a culture of excellence and efficiency.

2. Manage and coordinate special projects and initiatives:

The DSG takes the lead in managing and coordinating special projects and initiatives as assigned by the SG. These may include process improvements, organizational restructuring, or specific strategic projects.

Execution: The DSG plans and executes special projects, working with relevant departments and stakeholders to achieve project objectives. They establish project teams, set timelines and milestones, allocate resources, monitor progress, and report outcomes to the SG.

3. Support budgeting and financial management processes:

The DSG supports the SG in budgeting and financial management activities, ensuring prudent financial practices and accountability.

Execution: The DSG collaborates with the finance department to assist in budget preparation, monitoring expenditures, and financial reporting. They analyze financial data, identify areas of improvement, and provide recommendations to optimize resource allocation.

4. Coordinate and support academic program reviews and accreditations:

The DSG assists in coordinating academic program reviews and accreditations, ensuring compliance with quality assurance standards and supporting the accreditation process.

Execution: The DSG works closely with academic departments, quality assurance officers, and external accrediting bodies to facilitate program reviews and accreditations. They gather and organize required documentation, coordinate site visits, and assist in the preparation of reports and documentation for accreditation purposes.

5. Support faculty and staff development initiatives:

The DSG supports the development and implementation of faculty and staff development initiatives, promoting professional growth and enhancing teaching and administrative capabilities.

Execution: The DSG collaborates with relevant departments to identify faculty and staff development needs, facilitate training programs, and promote opportunities for professional growth. They may assist in organizing workshops, conferences, and other development activities to enhance the knowledge and skills of the university's workforce.

6. Assist in crisis management and emergency response:

The DSG plays a role in assisting the SG in crisis management and emergency response, ensuring the safety and well-being of the university community during unforeseen events or emergencies.

Execution: The DSG works closely with relevant departments, such as security, student affairs, and facilities management, to develop emergency response plans, conduct drills, and communicate emergency protocols. They assist in coordinating the university's response efforts, ensuring the necessary support and resources are available during critical situations.

7. Foster effective communication and collaboration:

The DSG promotes effective communication and collaboration within the administrative departments and across the university, facilitating information flow and synergy.

Execution: The DSG encourages open communication channels, promotes knowledge sharing, and fosters a collaborative culture. They may organize regular meetings, establish communication platforms, and facilitate cross-departmental initiatives to enhance cooperation and coordination among different administrative units.

8. Monitor and assess operational performance:

The DSG monitors and assesses the operational performance of administrative departments, identifying areas for improvement and implementing necessary changes.

Execution: The DSG establishes performance metrics, collects data, and analyzes key performance indicators to evaluate the efficiency and effectiveness of administrative operations. They work with department heads to identify operational challenges, propose solutions, and implement process improvements.

9. Support institutional research and data analysis:

The DSG supports institutional research and data analysis efforts, providing accurate and timely data for decision-making and strategic planning.

Execution: The DSG collaborates with the research and data analysis teams to collect, analyze, and interpret relevant data related to administrative operations. They ensure data integrity, facilitate data-driven decision-making, and contribute to institutional research reports and assessments.

10. Act as a representative of the Secretary General:

The DSG may act as a representative of the SG in meetings, events, or other official functions when required, representing the university's interests and viewpoints.

Execution: The DSG prepares for and attends meetings or events on behalf of the SG, effectively communicating the SG's positions and decisions. They represent the university with professionalism, maintain positive relationships with stakeholders, and report back to the SG on key discussions and outcomes.