



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

1. JOB TITLE: REGISTRAR

JOB PURPOSE:

As Chief Administrator of the University, the Registrar is responsible for planning, organizing and directing the general administration of the University in line with the requirements of the Higher Education Act No. 4 of 2013 and the policies and procedures approved by the University Council.

PRINCIPAL ACCOUNTABILITIES:

- Direct all functions pertaining to general administration and human resources management of the University;
- Plan and Coordinate University Council Corporate affairs/business;
- Plan and Coordinate Senate business efficiently;
- Direct functions pertaining to student registration, admissions, administration of examinations and general academic affairs of the University;
- Ensure compliance with legal requirements and availability of legal services to the University Council and Administration
- Serve as custodian of University policies and regulations;
- Facilitate the development and review of University policies and regulations;
- Plan and ensure provision of safety, health and security services to the University Community;
- Plan and direct the development, utilization and maintenance of infrastructure in order to ensure an acceptable learning and living environment in the University;
- Provide guidance and advice on matters of business ethics and good governance to all stakeholders in the University;
- Ensure timely, effective and efficient dissemination of information about the University internally and externally;
- Plan and direct the implementation of departmental budgets;
- Supervise subordinate staff and ensure that performance appraisal is conducted for all staff and

- Ensure the preparation of quarterly and annual operational performance reports.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

- Grade 12 School Certificate or its equivalent;
- Bachelor's degree in any field but preferably Social Sciences or Educational Administration;
- Master's degree in any field but preferably Social Sciences or Educational Administration;
- PhD will be an added advantage;
- Minimum of ten (...) years relevant work experience in University administration or corporate management;
- Must have proof of membership to a professional organization or association and
- Excellent verbal and written communication skills.
- Creativity and problem-solving skills
- Excellent written and verbal communication skills
- Analytical and detail-oriented
- Strong negotiation skills
- Decision-making and leadership skills
- Advanced time management and organizational skills
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- 2 years relevant work experience

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent
Ndeke Township
Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

2. JOB TITLE: MARKETING MANAGER

JOB PURPOSE:

The Marketing Manager / Product Development Manager **drives the innovation and development of the organization's products and services.** The Marketing Manager will report to the Registrar and **MUST** be a sales-minded person able to market the university both locally and internationally.

He / She assesses the industry landscape, reviews existing products and services, and prospects new learning offerings. He / She evaluates performance for products and services, and assesses opportunities for improvement. He / She leads research on market trends and learning developments. He / She assesses the profitability and viability of developing products and services, curriculum, tools and other offerings. He / She drives sales excellence, and manages vendors and key client relationships effectively to establish long-term partnerships.

He / She is forward-thinking, creative, analytical and resourceful. He / She has strong business acumen and is able to take calculated risks at work. He/She must be able to work at various specific learning venues, client sites or industry events.

PRINCIPAL ACCOUNTABILITIES:

Under limited supervision:

- Directs and oversees the various marketing and associated public relations/outreach activities of the University.
- Develops potential customers in government, industry, academia, and/or the community at large.
- Develops and coordinates media coverage, sales campaigns, and/or promotional materials.
- Supervise subordinate staff and ensure that performance appraisal is conducted for all staff
- Works directly with senior management of the organization to develop marketing programs, design marketing strategies, and implement marketing campaigns.

- Provides leadership and direction in the development, implementation, and monitoring of the strategic marketing plan for the organization.
- Designs, writes, and oversees the production of printed promotional materials including catalogs, brochures, flyers, and program and media guides; designs layouts and prepares copy.
- Establishes and implements short and long range marketing goals, objectives, policies, and procedures for the organization; evaluates program effectiveness and effects changes required for improvement.
- Provides support for promotional special events such as open houses, book signings, fundraisers, outreach and community events, tours, press conferences, banquets, exhibits, product or service fairs, and athletic events.
- Establishes and maintains a staffing structure to support the marketing efforts of the organization; oversees a team of marketing support staff, to include performance evaluation, training and motivation, and direct participation in personnel actions.
- Develops and manages annual marketing budgets for the organization, regularly monitors expenditures; prepares summary assessments and reports.
- Initiates and implements direct outreach-marketing efforts to potential external customers on behalf the unit's programs and services.
- Serves as public information contact, as appropriate, for the organization, and maintains communications with University constituencies.
- Conducts market research and analysis, and establishes data management and tracking systems to improve the organization's marketing efforts.
- Represents the organization at various community and business meetings; provides consultation and collaborates on projects with other University and/or external constituencies; may present public programs or lectures, conduct facility tours, and manage exhibit space at local, national, and international conferences.
- Recommends and participates in the development of University policies and procedures; may serve on University planning and policy-making committees.
- Performs miscellaneous job-related duties as assigned.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

The well-qualified applicant should hold a minimum of:

- Grade 12 School Certificate or its equivalent;
- Bachelors' degree in Marketing, Business Administration, or any other relevant field.
- Master's degree in any field but preferably Business Administration will be an added advantage;
- PhD will be an added advantage;
- Expertise in Project Management will be an added advantage.
- Must be an Innovative thinker
- Must be a person of good character and integrity
- Must be an Effective Communicator

- Must be Courageous in taking risks
- Must have proof of membership to a professional organization or association.
- Excellent verbal and written communication skills.
- Creativity and problem-solving skills
- Strong negotiation skills
- Decision-making and leadership skills
- Advanced time management and organizational skills
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- At least 2 years relevant work experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Skill in budget preparation and fiscal management.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to communicate effectively, both orally and in writing.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to plan, organize and coordinate media activities and special events.
- Advanced verbal and written communication skills.
- Knowledge and understanding current and emerging industry requirements and practices in area of marketing expertise.
- Ability to interpret industry needs and directions, assess capacity, and to plan, develop, and implement appropriate marketing strategies.
- Knowledge of strategic communications and marketing concepts, principles, methodology and techniques.
- Data management and tracking skills.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent
Ndeke Township
Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

3. JOB TITLE: ADMINISTRATION MANAGER

JOB PURPOSE:

Take responsibility for the effectiveness and efficiency of administrative services as a whole in an effort to ensure that key objectives of the University are met. Promote a culture of innovation, flexibility and quality in all aspects of administrative services. Should have administrative experience, excellent communication and organizational abilities and IT skills and the capability to work under pressure. Some experience in a managerial or a supervisory role will be an advantage.

PRINCIPAL ACCOUNTABILITIES:

Under limited supervision:

Should help organize schedules, manage payroll and personnel databases, create reports, and offer other clerical duties. This role also requires a significant amount of communication and coordination with other staff and departments, including senior-level officials.

- Provide standard clerical duties as assigned, including faxing, copying, mailing, and communicating with clients
- Organize meeting schedules for various departments
- Respond to incoming communications, such as phone calls and emails
- Provide assistance in filtering and forwarding communications to proper individuals and departments
- Create written and typed reports, including memos and business letters
- Help organize small to large scale events and provide ongoing assistance during events
- Assist in handling of human resources activities, including payroll and personnel databases
- Maintain and order necessary office equipment and supplies, as needed

QUALIFICATIONS, EXPERIENCE AND SKILLS:

The well-qualified applicant should hold a minimum of:

- Grade 12 School Certificate or its equivalent;
- Bachelors' degree in Business Administration, or any other relevant field.
- Master's degree in any field but preferably Business Administration will be an added advantage;
- PhD will be an added advantage;
- Must be an Innovative thinker
- Must be a person of good character and integrity
- Must be an Effective Communicator
- Must be Courageous in taking risks
- Must have proof of membership to a professional organization or association.
- Excellent verbal and written communication skills.
- Creativity and problem-solving skills
- Strong negotiation skills
- Decision-making and leadership skills
- Advanced time management and organizational skills
- Warm personality with strong communication skills.
- Ability to work well under limited supervision.
- Great communication skills.
- Have a valid driver's license (added advantage)
- 5 years relevant work experience

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Skill in the use of personal computers and related software applications.
- Skill in organizing resources and establishing priorities.
- Skill in budget preparation and fiscal management.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to communicate effectively, both orally and in writing.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to foster a cooperative work environment.
- Ability to develop, plan, and implement short- and long-range goals.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to plan, organize and coordinate media activities and special events.
- Advanced verbal and written communication skills.
- Knowledge and understanding current and emerging industry requirements and practices in area of marketing expertise.

- Ability to interpret industry needs and directions, assess capacity, and to plan, develop, and implement appropriate marketing strategies.
- Knowledge of strategic communications and marketing concepts, principles, methodology and techniques.
- Data management and tracking skills.
- Strong interpersonal skills and the ability to effectively work with a wide range of individuals and constituencies in a diverse community.

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent

Ndeke Township

Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

4. JOB TITLE: ACCOUNTS CLERK (ASSISTANT ACCOUNTANT)

JOB PURPOSE:

Performing essential accounting duties, undertaking all aspects of the Finance & Accounting functions of the School/Unit in order to ensure transparency, accountability and value for money.

PRINCIPAL ACCOUNTABILITIES:

- Maintaining database, ensuring that records are complete and current
- Recording information, processing and filing forms
- Updating ledgers, researching and resolving discrepancies
- Process accounts payable
- Process accounts receivable
- Process disbursements
- Reconciling bank statements
- Preparing expense vouchers and receipts
- Abiding by all University accounting procedures and National accounting principles
- Undertakes the updating and reconciliation of all ledger accounts in order to facilitate preparation of financial reports;
- Prepares supporting schedules in accordance with assertions applicable to the account balances;
- Facilitates preparation of bank reconciliation statements by ensuring that all financial transactions for all bank accounts are posted;
- Undertakes timely processing of requests for payment in order to meet financial obligations as and when they fall due;
- Issues receipts for all monies received in the School/Unit to ensures accountability;
- Supervises subordinates in order to facilitate efficient and effective operation of the department;
- Validate inputs to the accounting system;
- Prepare statutory returns.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

The well-qualified applicant should hold a minimum of:

- Grade 12 School Certificate or its equivalent;
 - Diploma in Accountancy recognized by the Zambia Qualifications Authority (ZAQA) (ZICA Licentiate, ACCA Part 2 or CIMA Part 2.)
 - At least three (3) years relevant work experience.
 - Member of the Zambia Institute of Chartered Accountants (2023 membership certificate to be attached to the application letter). •
 - Must be Computer Literate.
- Excellent verbal and written communication skills.
 - Decision-making and leadership skills
 - Advanced time management and organizational skills
 - Must have proof of membership to a professional organization or association

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent

Ndeke Township

Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

5. JOB TITLE: DRIVER

JOB PURPOSE:

Reporting to the Administration Officer, the Driver will be required to drive staff, students and clients around in an efficient, safe and timely manner. In addition to maintaining regular cleaning services for their vehicle as well as managing payments on time, drivers also plan routes based on road conditions.

SPECIFIC DUTIES:-

- Obtains authorization for refueling of the university vehicles
- Maintains checklists of routine motor vehicle maintenance and safety checks
- Maintains record of accessories for all motor vehicles
- Plan and arrange for repair and Service of BCU Motor Vehicles.
- Ensure that Logbooks are recorded at all times and reviews logbook entries for each vehicle after each trip
- Report all accidents at all times.
- Ensure that all Vehicles are clean at all times.
- Drive members of staff to their assigned duties.
- Ensure mobility of motor vehicles for use by members of staff.
- Ensure that all Motor Vehicles are properly licensed and insured

QUALIFICATIONS

- Full Grade 12 School Certificate
- Crafts certificate in motor vehicle maintenance
- Valid driver's license (Class C of Driver's License or better)
- Clean driving record.

KEY ATTRIBUTES AND SKILLS:

- Sober and mature character
- Ability to work under pressure.
- Sound knowledge of road safety regulations.
- Working knowledge of local roads and routes.
- The ability to utilize maps, GPS systems, and car manuals.
- Effective communication skills.
- Punctual and reliable.
- Ability to self-motivate and motivate a team.

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent
Ndeke Township
Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

6. **JOB TITLE:** RECEPTIONIST

JOB PURPOSE:

To provide a high quality reception service for all visitors to the University, staff and learners, and to follow the reception's procedures to ensure the smooth running of the service.

The Receptionist receives and greets office or departmental visitors, University employees, and students, and directs them to the appropriate offices or persons utilizing organizational familiarity and necessary discretion. The Receptionist answers the telephone, takes messages or routes calls according to office procedures, and may be required to make appointments and/or maintain an appointment calendar. The Receptionist performs basic and varied clerical tasks, which may include keyboarding and/or computer data entry, filing, and operating standard office machines and equipment. The Receptionist may be required to occasionally supervise others, such as student workers and/or part-time employees.

MINIMUM ACCEPTABLE QUALIFICATIONS

- **Education:** Full Grade 12 School Certificate or the equivalent is required.
 - **Experience:** At least one year of general office experience is preferred.
 - **Skills:** Keyboarding skills required. The ability to develop knowledge of, respect for, and skills to engage with those of other cultures or backgrounds is required. Written and verbal communication skills, the ability to operate electronic, photocopier or other standard office machines, perform routine alpha-numeric filing tasks, and perform basic recordkeeping and tabulation tasks are preferred.

- **Effort:** Receptionist positions are primarily sedentary; however, some positions may require walking and/or standing for extended periods. Some Receptionist positions occasionally require the ability to lift and carry materials and equipment weighing up to twenty-five pounds, to reach heights up to eight feet by climbing ladders or stools, and to reach materials or equipment stored on lower shelves or in lower cabinet/desk drawers. Receptionist positions require keyboarding, which may be extensive at times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs receptionist duties by greeting University employees, students, and visitors, directing them to the appropriate offices or persons, providing factual information or materials to routine inquiries (within the capability to do so and within prescribed policies), answering the telephone, taking messages or routing calls according to office procedures utilizing organizational familiarity and necessary discretion, and making appointments as appropriate.
- Distributes incoming correspondence to appropriate office personnel, students, and/or faculty by receiving, sorting, opening (as appropriate), and routing correspondence according to prescribed office procedures and guidelines.
- Prepares outgoing correspondence for mailing by addressing envelopes, affixing the correct postage on the envelopes, verifying the completeness of the correspondence prior to sealing, and placing the mail in the designated pick-up location or delivering the mail to the campus mailroom.
- Prepares and/or completes standard forms and cards by performing basic keyboarding.
- Maintains accurate information and records relating to the functions of the office either by performing basic records maintenance of alphabetical, chronological, and/or numerical files or by performing basic keyboarding for data entry of information into an established database.
- Provides required or requested documents by operating photocopier equipment and/or standard office machines, collating and assembling printed or copied materials such as reports, bulletins, articles and manuscripts, and delivering finished materials as directed.
- Processes funds associated with the operation of the office or department by receiving such funds as are appropriate, documenting their receipt, properly accounting for and safeguarding the funds while kept, and delivering the funds to the designated office for final disposition.
- Exercises discretion in the performance of assigned duties by being knowledgeable of University and/or departmental policies regarding confidential materials and information and complying

with such policies when handling confidential items or providing information to University employees, students, or the public.

- Provides office personnel with necessary supplies and maintains sufficient on-hand items for future use by assisting with ordering, receiving, sorting, storing and distributing basic office supplies and equipment.
- Contributes to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
- Contributes to the overall success of the University by performing other essential duties and responsibilities as assigned by the immediate supervisor.

ABILITIES & SKILLS:

- Excellent telephone manner.
- Be a person of integrity and initiative who is able to think ahead, prioritize and work accurately and flexibly.
- Have good communication and interpersonal skills and be able to mix easily with students, teaching and non-teaching staff, parents, contractors and suppliers.
- Ability to deal tactfully and confidently with telephone callers and visitors.
- Good IT Skills. The applicant should be fully conversant with MS Office e-mail and Word. The knowledge of Microsoft Excel and an understanding of how to work with websites would be an advantage.
- Ability to remain calm, composed and flexible within a busy and demanding environment.
- Ability to work effectively within a team and on their own initiative.
- Ability to undertake a wide range of clerical, administrative and general duties.
- Must be accurate in recording details and make full use of the University's computer systems.
- Integrity and confidentiality to be maintained at all times.

EXPERIENCE (desirable but not essential): •

- Experience of working in Reception / use of switchboard
- Knowledge and experience of large organization procedures and structures
- Experience of working within a school/college

SUPERVISION

- The Receptionist is supervised by the assigned supervisor and may supervise student workers and/or part-time employees.
- Prepare statutory returns.

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University

CNR: Ndeke Road / Chipata Crescent
Ndeke Township
Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.



BOOTSTRAP CHRISTIAN UNIVERSITY

EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified and experienced persons to fill vacancies at Bootstrap Christian University.

7. JOB TITLE: OFFICE ASSISTANT/CLEANER

JOB PURPOSE:

Responsible for cleaning utensils, offices and surroundings. Collecting and dispatching various correspondences for the Unit. A Cleaner is a service industry worker who ensures the workplace is always clean and sanitary. They perform a range of duties, including dusting or mopping and sweeping floors. They also make sure restrooms and common areas stay fresh by performing routine inspections every day at specified times.

Principal Accountabilities:

- Cleaning offices, floors, toilets and furniture;
- Applying disinfectants to avoid spread of diseases;
- Maintaining hygiene within the institution;
- Collecting and washing cups, beverage making pots, spoons and trays in readiness for reuse;
- Preparing and serving beverages to members of staff in a hygienic manner to avoid any disease and Collecting and delivering mail to designated places on time.
- Coordinating with other Cleaners to keep your business clean
- Cleaning spills, broken glass and other messes up as quickly as possible
- Performing maintenance activities related to cleaning (e.g. maintaining cleaning machinery)

- Refilling supplies, such as toilet paper and paper towels
- Ordering new cleaning supplies as needed
- Ensure that cleaning materials and equipment are used in a safe, efficient and cost-effective way
- Occasional movement of furniture as required
- Maintain cleanliness of fixtures and fittings as required
- Ensure that all lights are switched off and windows closed and locked as appropriate
- Report any damage and maintenance issues observed during shift
- Any other reasonable duties, as required by DSRL management

Qualifications:

- Grade 12 Certificate or its equivalent with credit in English;
- God spoken and written English;
- Relevant work experience would be an added advantage

Job Experience: No Requirements

REMUNERATION

The University offers a competitive remuneration package to the individual who will qualify for the position.

Interested candidates who meet the specified requirements should apply enclosing their detailed curriculum vitae, copies of educational certificates certified by the Zambia Qualifications Authority, names and addresses of three traceable references and contact address/ telephone/e-mail details. The position should be clearly marked on the envelope.

Applications to be sent to: **The Human Resource Consultant**
hr_careers@bootstrapuniversity.org or can be hand delivered at:

Bootstrap Christian University
CNR: Ndeke Road / Chipata Crescent
Ndeke Township
Ndola

Closing date: 10th January, 2024. Only short-listed candidates will be contacted.