

RESUME

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PROFESSIONAL SUMMARY

Systematic and critical thinker with over 16 years of work experience of which 8 years is in strategic planning and management. Strong knowledge of research (both qualitative and quantitative methodologies), project management, monitoring and evaluation, leadership, data analysis, combined with competencies in managerial decision-making techniques for problem solving. Remarkable strategic planning and business development skills with a focus on setting measurable indicators and delivery of intended outcomes to achieve corporate strategy. Adept at working in a dynamic business environment and exceptional change management skills appropriate to meet organizational strategic goals. Seeking not only to maximize my potential but also to leverage expertise in management, administration, operations, and research to contribute to the success of a dynamic organization.

EDUCATION

- **2019-to-date:** Pursuing Doctor of Business Administration with Grand Canyon University.
 - **2010-2013:** Master of Business Administration (MBA)-MANCOSA South Africa
 - **2004-2008:** Bachelor of Arts degree in Development Studies and Economics-University of Zambia
 - **2001-2002:** Advanced certificate in Sales and Marketing Management- University of Zambia
 - **1995-1999:** Grade twelve Certificate-Examination Council of Zambia
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PROFESSIONAL EXPERIENCE

Head of Research and Innovation

I Feb 2023 - Present

Northrise University • Ndola, Zambia

- Develop a clear vision and strategy for organisation's research and innovation initiatives.
- Lead and inspire a team of researchers, scientists, and innovators to achieve organisational goals.
- Promote business development of the institution through consultancy services, short-courses development, networking, partnerships and innovative projects.
- Oversee the planning, execution, and completion of research projects.
- Ensure the alignment of research activities with organizational goals and objectives.
- Evaluate and implement cutting-edge research methodologies and technologies.
- Foster a culture of innovation within the organization.
- Identify and prioritize opportunities for innovation in products, services, and processes.
- Collaborate with cross-functional teams to bring innovative ideas to fruition.
- Establish and maintain collaborative relationships with external research institutions,

- industry partners and stakeholders.
 - Seek out opportunities for joint ventures, research collaborations, and strategic partnerships.
 - Develop and manage budgets for research and innovation projects.
 - Allocate resources efficiently to maximize the impact of research and innovation efforts.
 - Oversee the protection and management of intellectual property resulting from research and innovation activities.
 - Recruit, develop, and mentor a high-performing team of researchers and innovators.
 - Implement strategies to ensure compliance with relevant regulations and ethical standards.
 - Communicate the progress and update on the impact of research and innovation strategies both to internal and external stakeholders.
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Dean Faculty of Business and Law
Northrise University • Ndola, Zambia

2 May 2018 - 4 February 2023

- Provide visionary leadership for the Business and Law Schools, setting strategic goals and priorities.
 - Foster a culture of academic excellence, research and innovation.
 - Collaborate with department heads and faculty to develop and implement high-quality academic programs.
 - Manage the day-to-day operations of the schools of Business and Law.
 - Oversee budgeting, resource allocation and financial management for the schools.
 - Ensure compliance with accreditation standards and regulatory requirements.
 - Work closely with faculty to develop and enhance curriculum offerings, ensuring relevance and alignment with industry trends.
 - Recruit, retrain, and develop a diverse and qualified faculty.
 - Support faculty in their research, teaching, and development efforts.
 - Enhance student success and satisfaction by implementing initiatives that support student engagement, retention, and career development.
 - Facilitate partnerships and collaborations with industry and other academic institutions.
 - Participate in institutional strategic planning and contribute to the overall vision and mission of the institution.
 - Implement and monitor quality assurance processes to ensure the highest standards of academic excellence and program effectiveness.
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Centre for Professional Studies Coordinator
Northrise University • Ndola, Zambia

4 Feb 2017 – 2 May 2018

- Assist in the development of learning materials, preparing schemes of work and maintaining records to monitor student progress, achievement and attendance.
- Participate in the development, administration and marking of exams and other assessments.
- Supervise the development and/or revision of curricula and implements instructional programs.
- Supervise and evaluates teaching personnel under the Center for Professional Studies.
- Actively works with community businesses, educational and professional agencies to develop and implement professional development opportunities and services for all aspects of the professional work.
- Ensure the effective implementation of the faculty advancement processes.

- Provide program information and ensures the availability of advisement services for students under the Center for Professional Studies.

Lecturer-Business School

2 August – Present

Northrise University

- Lecturing
- Tutoring
- Course Material development and delivery
- Quality assurance of all tests, quizzes and exams
- Coordination of final exam results
- Research supervision.
- Courses taught: Managerial decision-making, Money and Capital Markets, Macroeconomics, Personal Financial Planning, Motivating Project Teams, Strategic Planning and Implementation, Business Strategy, Leadership, Change Management, Research (qualitative and quantitative), Financial Markets, and Management Theory and Practice

Team Leader

2 Nov 2011 – July 2016

World Vision Zambia

- Develop and execute comprehensive project plans, including scope, objectives, timelines, and resource requirements.
- Monitor and manage project progress, ensuring adherence to timelines and budget constraints.
- Financial planning and management. Managed an annual budget of USD 1.4 million.
- Lead a multidisciplinary project team, providing guidance, direction, training, and support.
- Foster a collaborative and positive team culture.
- Encourage open communication and ensure team members are aligned with project goals.
- Communicate project status, updates, and key milestones to stakeholders.
- Address and resolve issues and concerns raised by stakeholders.
- Build and maintain positive relationships with internal and external stakeholders.
- Ensure the delivery of high-quality project outcomes.
- Implement and monitor quality assurance processes.
- Conduct regular reviews and evaluations to identify areas for improvement.

- Identify potential risks and develop strategies for risk mitigation.
- Implement risk management processes and monitor their effectiveness.
- Maintain accurate and up-to-date project documentation.
- Generate regular reports on project progress, issues, and achievements.

Monitoring and Evaluation Officer

2 June – 2 Nov 2011

World Vision Zambia

- Develop, implement, and manage a comprehensive monitoring and evaluation (M&E) framework for projects and programs.
- Design and establish key performance indicators (KPIs) to measure project success and impact.
- Coordinate the collection of relevant data through various methods, such as surveys, interviews, and focus group discussions.
- Analyse data to assess project progress, identify trends, and evaluate outcomes.
- Prepare regular and ad-hoc reports on project performance and achievements for internal and external stakeholders.
- Provide training and support to project staff and partners on M&E processes, data collection methods, and reporting requirements.
- Build the capacity of teams to integrate M&E into their daily activities.
- Ensure that reports are accurate, timely, and align with project goals.
- Implement quality assurance mechanisms to ensure the integrity and reliability of data collected.
- Conduct data audits and verification exercises to validate information.
- Plan and conduct project evaluations, including baseline studies, mid-term reviews, and final evaluations.
- Collaborate with external evaluators and manage evaluation processes.
- Facilitate the use of M&E findings for organizational learning and improvement.
- Recommend adjustments to project strategies based on evaluation outcomes.
- Foster collaboration with partners to ensure a holistic approach to monitoring and evaluation.
- Identify potential risks to project success and develop strategies to mitigate these risks through effective M&E.
- Ensure compliance with relevant M&E standards, guidelines, and best practices.
- Keep abreast of industry trends and incorporate innovations into M&E processes.

CORE COMPETENCIES

Strategy planning

Project management

Community project design, initiation, implementation, monitoring and evaluation

Financial management

Stakeholder engagement

Problem-solving

Data analysis

Research capabilities in both quantitative and qualitative

Interpersonal-Conflict resolution, negotiation, community engagement, and customer care

Change management and Organizational Development