



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates for the following posts:

1. VICE-CHANCELLOR'S OFFICE, INTERNAL AUDIT SECTION

1.1. Senior Internal Auditor (1 Post)

The ideal applicants must possess the following qualifications:

- Degree in Accounting, CIS, CIMA, ACCA or equivalent.
- A Masters' Degree in Accounting is an added advantage.
- At least five (5) years experience in Auditing, two (2) years of which should have been at senior level.

Duties and Responsibilities

- Evaluation of systems and internal controls and recommending improvements;
- Managing and allocating duties to Internal Auditors;
- Supervision and training of subordinates;
- Assisting the Chief Internal Auditor in assessing organisational risk and compliance with relevant policies and procedures;
- Assisting the Chief Internal Auditor in evaluating the risk management process, preparation of annual audit plan, audit programmes and conducting complex investigations;
- Review of systems and controls.

1.2. Chief Audit Assistant (1 Post)

The ideal applicants must possess the following qualifications:

- Higher National Diploma in Accounting or equivalent. At least part C of CIS or equivalent.
- A recognised post graduate professional diploma in Accounting or equivalent discipline.

Duties and Responsibilities

- Assisting in designing internal audit procedures and work programs;
- Identifying key areas of risk within the organisation and propose appropriate controls to mitigate the risks;
- Ensuring that the University is complying with relevant laws and statutes;
- Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures;
- Observe Stock counts;
- Audit and investigations.

2. UNIVERSITY LIBRARY

2.1 Assistant Librarian, Faculty Librarian (Faculty of Agricultural Sciences and Faculty of Engineering and Applied Sciences) (1 Post)

The ideal applicants should possess the following qualifications:

- Bachelor of Science Honours Degree in Library and Information Science

Duties and Responsibilities

- Maintain a level of contact with the faculty that will provide knowledge of academic and research programmes, sufficient to ensure that collections and services support curriculum and research needs;
- Attend Faculty Board meetings that provide opportunities to promote and enhance the Library's role as an educational partner;
- Provide a specialized research consultation service and assist students and faculty to find subject specialised information for assignments, reports and research;
- Assist researchers to manage their citation and bibliographies;
- Provide general and subject-oriented bibliographic instruction and general Library and Information Skills Training, i.e. Information Literacy instruction, to classes or groups, as well as to individual faculty members and students.

2.2 Senior Library Assistant (2 Posts)

The ideal applicants should possess the following qualifications:

- At least five (5) Ordinary Level passes including English Language;
- A National Diploma in Library and Information Science.

Duties and Responsibilities

- Cataloguing and classification all Library material according to Anglo American Cataloguing Rules II (AACRII) or Resource Description and Access (RDA), Library of Congress Classification Scheme (LCSH);
- Maintain bibliographic records;
- Create and maintain authority file data (subject, genre and name headings) on the KOHA system;
- Circulation of Library items;
- Assist User Services department with the annual stocktaking;
- Carry out all reasonable assignments as requested by supervisors.

3. FACULTY OF COMMERCE

3.1 Department of Human Capital Development

Industrial Psychology

Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post)

Qualifications

- Applicants must hold a Master's Degree in Industrial/Occupational Psychology and a Bachelor of Science Honours Degree in Psychology/Industrial Psychology, passed

with at least an upper second class (2.1). A PhD in Industrial/Occupational Psychology and relevant teaching/industry experience would be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate levels on subject areas of: Principles of Industrial Psychology, Workgroup dynamics, Organisational Psychology, Emotional Intelligence, Learning and Psychological Adjustment in Work Context and Psychometrics;
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Innovation and production of goods and services.

3.2 Department of Business Management

Entrepreneurship and Business Management

Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post)

Qualifications

- Applicants must hold a Master's Degree in Entrepreneurship and a Bachelor of Commerce Honours Degree in Entrepreneurship, passed with at least an upper second class (2.1). Relevant teaching or industry experience is a prerequisite. A PhD in Entrepreneurship would be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate students on the following subject areas: Applied Entrepreneurship; Enterprise Risk Management; Innovation and Technopreneurship; Corporate Entrepreneurship; Entrepreneurship Finance; Venture Creation;
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Innovation and production of goods and services.

4. BURSAR'S DEPARTMENT

4.1 Principal Accountant (1 Post)

The ideal applicants should possess the following qualifications:

- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance or equivalent.
- Five (5) years post qualification.
- A relevant Master's Degree.
- Experience in Pastel and Paywell packages would be a distinct advantage
- Experience in accounting field such as salaries, finance and accounting.

Duties and Responsibilities

- Checking payroll before posting;
- Ensuring all advances have been deducted and everyone has been placed in the proper grade;

- Checking Account numbers and amounts deposited in each account before and after posting payroll;
- Making sure those who have resigned are removed from payroll schedules and that they are paid what is due to them;
- Checking Part-time schedules;
- Checking leave days and ensure staff members have correct balances in the payroll;
- Making sure allowances are paid on time and working out amount of payment;
- Ensure all statutory allowances are paid;
- Ensuring that all access to the system is controlled.

4.2 Assistant Accountant (3 Posts)

The ideal applicants should possess the following qualifications:

- Bachelor of Commerce Honors Degree in Accounting or equivalent.
- Four years post qualification experience
- Experience in Accounting field as well as educational institution would be an added advantage
- Experience in Pastel Accounting or Paywell packages would be a distinct advantage.

Duties and Responsibilities

- Updating individual student accounts;
- Creation of Creditors on Pastel;
- Processing journal entries;
- Keeping records of privately sponsored students;
- Making sure students receive their statements frequently;
- Keeping records of the payment trends of the students;
- Preparing Debtors Control Accounts and making sure that correct entries are posted into these accounts;
- Keeping records of the SRC funds and making sure that the funds are properly used by the students;
- Checking Payment Vouchers.

APPLICATIONS

Interested and qualified persons should send one set of their application in a single pdf file clearly indicating the position being applied for in the subject line to erecruitment@lsu.ac.zw. The application should consist of the application letter, certified copies of educational and professional certificates, transcripts and Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees.

The closing date for the receipt of applications is Friday, 19 November 2021. **Only shortlisted candidates will be contacted.**