



VACANCY NOTICE

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

1. REGISTRAR'S DEPARTMENT

1.1 Student Affairs Division

1.1.1 Administrative Assistant/Senior Administrative Assistant (1 Post).

Qualifications

Applicants should hold a minimum of first Degree in Educational Administration or equivalent. Experience in University Student Affairs administration will be an added advantage. The successful applicant should be able to coordinate student activities at the Bulawayo Campus.

Duties and responsibilities

- Assisting all new students to familiarise themselves with the University life through the orientation programme.
- Assisting students in accessing loans, grants or any other Government scheme that assists students' functions.
- Assisting in attending individual and group problems of students and providing appropriate support.
- Attending students' functions.
- Performing any other duties as assigned.

1.1.2 Canteen Supervisor (1 Post).

Qualifications

- Higher National Diploma in Tourism and Hospitality Management or Higher National Diploma in Culinary Arts.
- Experience in student management at Higher and Tertiary education.
- A degree in Tourism and Hospitality Management or a degree in Culinary Arts will be an added advantage.

Duties and responsibilities

- Supervising canteen staff.
- Supervising food preparation.
- Supervising cleaning of the canteen, equipment and utensils.
- Ordering provisions for the canteen.
- Performing any other duties as assigned.

1.1.3 Senior Cook (1 Post).

Qualifications

- Applicants should hold a minimum of a National Diploma (ND) in Professional Cookery and a qualification in Culinary Arts will be an added advantage. The suitable candidates should be able to keep records of menu, prepare, cook and serve meals, supervise cooks, observe and maintain hygiene standards, keep records of food items stocks and perform any other duties as assigned. Must have experience in a similar position at an institution of higher learning.

1.1.4 Cook (2 Posts).

Qualifications

- Five (5) Ordinary Level subjects including English Language.
- National Certificate in Professional Cookery.
- Experience working in a food handling environment will be an added advantage.

Duties and responsibilities

- Cleaning food preparation areas as determined by the University policy;
- Preparing food to the specification given by the Supervisor and making adjustments to the food items to accommodate those with allergies;
- Setting up work stations with all needed ingredients and cooking equipment;
- Preparing ingredients to use in cooking;
- Serving meals;
- Performing any other duties as assigned

1.1.5 Nurse Aide (1 Post).

Qualifications

Applicants should have 5 Ordinary levels including English Language and Mathematics. In addition the applicants should be practising Nurse Aides with valid Nurse Aide certificates and 3 years' experience in the field.

Duties and responsibilities

- Receiving patients and recording patients' data.
- Assisting the Clinic Nurse in carrying out nursing duties.

- Assisting the Nurse with keeping patients records.
- Maintaining clean clinic environment.
- Maintaining order in the clinic.
- Performing any other duties as assigned.

2. FACULTY OF COMMERCE

2.2.1 Department of Human Capital Development

2.1.1 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 will be a distinct advantage. An applicant must be a registered member of the Allied Health Practitioners Council of Zimbabwe (AHPCZ)

Duties and Responsibilities

- Lecturing of undergraduate levels on subject areas of Principles of Industry 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.

2.3.2 Department of Accounting and Finance

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

Qualifications

- Applicants must hold a Master's Degree in Hospitality and Tourism or related subject area, a good Bachelor of Commerce Honours Degree in Hospitality and Tourism or related subject area passed with at least an Upper Second Class (2.1) and a National Diploma in Professional Cookery/Culinary Arts. A relevant PhD or industry/teaching experience will be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate levels in Food and Beverage preparation and Service and any two of the following subject areas; Hospitality Management, Front Office Management, Agri-tourism, Hunting and Safari Operations, Digital Tourism & Hospitality Marketing, Events Management, Food Preparation.

- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services.

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

Qualifications

- Applicants must hold a Master's Degree in Finance, Finance and Investments, Banking and Finance or related subject area and a good Bachelor of Commerce Honours Degree in Finance, Banking and Finance or related subject area passed with at least an Upper Second Class (2.1). A relevant PhD or industrial/teaching experience will be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate levels on the following subject areas: Financial Risk Management, Financial Risk Modelling, Bank Regulation and Supervision, Financial Engineering, Financial Econometrics, Structured Finance, Banking Information Systems, Derivatives Securities, Treasury Management, International Banking.
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services.

2.2.3 Teaching Assistant (2 Posts)

Qualifications

- Applicants must hold at least a Bachelor of Commerce Honours Degree in Economics or related subject area, passed with at least an upper second class (2.1). A relevant Masters degree will be a distinct advantage.

Duties and Responsibilities

- The applicant must be able to carry out tutorials in the following modules; Micro Economics, Macro Economics, Development Economics, Econometrics, Mathematics for Economists, Environmental Economics, Health Economics and International Trade Theory and Policy.
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services.

3. FACULTY OF AGRICULTURAL SCIENCES

3.1 Department of Crop & Soil Sciences

3.1.1 Irrigation Engineering Technician/Senior Irrigation Technician; Irrigation Engineering (1 Post)

Qualifications

- Ideally, the successful candidate should possess a Bachelor of Sciences (Hons) Degree in Irrigation Engineering, Agricultural Engineering, Water Resources or Natural Resources Management with a degree class of 2.1 or better with 3 years work experience. Successful candidates will be expected to organise all practical sessions. In addition the incumbent will be expected to assist academic staff with their research projects. He/she must demonstrate commitment to self-advancement within the academic and research environment of the University.

Duties and Responsibilities

- Train and supervises junior staff in the proper work methods/procedures and in the preparation of practicals for students.
- Demonstrates the use of topographical surveying equipment, mapping and drawing equipment/instruments, farm machinery and equipment, hydrological instruments GIS to students.
- Assists lecturing staff carrying out research/projects by setting up apparatus and preparing required materials/chemicals (where appropriate).
- Assists students in carrying out work related to projects.
- Assists in the operation, maintenance and repair of irrigation equipment.
- Deputises in the absence of the Chief Technician (where appropriate).
- Organises and coordinates practicals for students/Lecturers as per schedule.
- Carries out any other duties assigned to him by the Head of Department.

Personal Attributes

The Department places high priority on individuals who can work well in a team environment. Candidates should possess good communication and interpersonal skills. A good command of both oral and written English is essential-

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 recruitment@lsu.ac.zw. The application should consist of the application letter, 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, certified copies of educational and professional certificates, transcripts, Birth Certificate and National Identity Card.

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Documents arranged in the order above must be addressed to;

Senior Assistant Registrar
Human Resources Section
Lupane State University
PO Box 170
Lupane

The closing date for the receipt of applications is **04 March 2022. Only shortlisted candidates will be contacted.**