



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 Risk Officer (1 Post)

Qualifications and Experience

- A Bachelors' degree in Risk Management/Insurance and Risk Management or its equivalent
- A Masters' degree in Risk Management/Insurance and Risk Management or its equivalent will be an added advantage
- Must have a high level of written and oral communication skills, as well as a strong knowledge of business processes
- Strong analytical skills and ability to effectively prioritize and coordinate multiple deliverables simultaneously
- Strong ability to work effectively in a team and to communicate verbally and in writing with both external and internal customers
- Ability to work independently to produce desired results.
- At least four years' experience in a risk management position

Duties and Responsibilities

The senior risk officer position is responsible for conducting risk management operations of the University, to include the integration of risk concepts into strategic planning, and risk identification and mitigation activities as directed by the Chief Risk Officer. Principal accountabilities include:

- Assist the Chief Risk Officer in coming up with an annual risk programme for the university
- Assist the Chief Risk Officer in designing the Risk Matrix for the university
- Assess risk throughout the organization
- Quantify risk limits
- Recommend plans to mitigate risks to the Chief Risk Officer
- Allocate duties to team members
- Advise on directing capital to projects based on risk
- Assist functional managers in obtaining and implementing risk mitigation strategies
- Monitor the progress of risk mitigation activities
- Create and disseminate risk measurements and reports
- Communicate to key stakeholders regarding the risk profile of the university
- Evaluate and monitor risk management strategies identified within the organisation

- Investigate the risks inherent in a target entity that may be acquired, as well as the state of its risk management practices.

Information and Communication Technology Services

1.2 Systems Librarian (1 Post)

Qualifications and Experience

- BSc Honours Degree in Computer Science or equivalent plus 3 years relevant post qualification experience.
- To plan, develop, coordinate and provide comprehensive ICT services and to improve networked access to the Library's information resources and services.

Duties and Responsibilities

- Must demonstrate knowledge in computer programming and configuring open source softwares for projects such as Institutional Repository and easy access to library electronic resources.
- Must demonstrate knowledge in computer networks.
- Must prepare access to electronic resources user guides.
- Must provide technical support for the Library's information management systems and leads to the development of various interfaces for the Library sections and all other digital initiatives.
- Ensure database integrity and security.
- Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.

Information and Communication Technology Services

1.3 Web Developer (1 Post)

Qualifications and Experience

- Applicants must have an Honours Degree in Computer Science or its equivalent with two years of relevant experience.
- The candidate must have experience working with Agile software development methodologies, and a good working knowledge of HTML, PHP, MySQL, PHPMyAdmin, Linux, Apache, JavaScript, Photoshop, Indesign, Illustrator or CMS (Joomla, Prestashop, Magento, WordPress).
- The candidate will be responsible for the designing, development and maintenance of the core University Website. The candidate must exhibit outstanding organisational and time management skills, be an analytical thinker and problem solver.

Duties and Responsibilities

- Design the website for the University.
- Day to day update of web pages
- Carry research of new web technologies
- Interconnecting the WebPages with University authorised databases and systems
- Web Proxy configurations and maintenance
- Maintains the integrity of the website

- Liaise with the Network Engineer in the security of the Website
- Provide comprehensive support to users, and resolve outstanding problems or issues.

Information and Communication Technology Services

1.4 Software Developer (1 Post)

Qualifications and Experience

- Applicants must have an Honours Degree in Computer Science or equivalent with two years relevant experience. The candidate must have experience working with Agile software development methodologies, and a good working knowledge of C#, Java, Linux and PHP. The candidate will be responsible for the designing, development and maintenance of the core University MIS.
- The candidate must exhibit outstanding organisational and time management skills, be an analytical thinker and problem solver.

Duties and Responsibilities

- Researching, designing and implementing major University systems.
- Analyse user requirements and convert requirements to design documents
- Participates in the full systems development life cycle.
- Evaluating system performance, designing and implementing new programs and features
- Resolve complex technical design issues
- Integrate software components and third-party programs
- Database design, maintenance, performance monitoring, security, troubleshooting, backup and data recovery.
- Maintains university systems
- Provide comprehensive support to users; and resolve to outstanding problems or issues

Information and Communication Technology Services

1.5 Senior User Support Technician (1 Post)

Qualifications and Experience

- Applicants must have an Honours Degree in Computer Science or its equivalent with two years of relevant experience. Knowledge of Linux and Cisco IOS an added advantage.

Duties and Responsibilities

- Implements and supports PC applications such as word processors, spreadsheets, database management systems, e-mail and other desktop applications
- Diagnosing software and hardware faults and testing.
- Troubleshooting for software problems such as e-mail, enterprise systems and making necessary fixes and recommendations.
- Installing, updating and upgrading configurations of operating systems and software.
- Provide user support and training

Physical Planning Works and Estates

1.6 Motor Mechanic (Diesel and Petrol) (1 Post)

Qualifications and Experience

- Journeyman Class 1
- At least 5 years hands on experience (Diesel and petrol vehicles)

Duties and Responsibilities

- Inspect vehicles and related equipment to determine necessary overhaul or repair;
- Perform general overhaul or repair work;
- Diagnose, repair and maintain hydraulic systems;
- Perform preventive maintenance work on vehicles including lubrication and oil changes;
- Any other mechanical duties as assigned by the Supervisor

Physical Planning Works and Estates

1.7 Electrician (1 Post)

Qualifications and Experience

- Skilled Worker Class 1
- Minimum of five (5) years hands-on experience
- Working in a large construction project would be an added advantage.

Duties and Responsibilities

- Electrical Installation from first fix to final fix.
- Assist the Director with the monitoring of electrical sub-control.
- Interpretation of electrical drawings.
- Assist the Director with all electrical quantification and related material purchases.
- Any other electrical duties as assigned by the Supervisor.

2. REGISTRAR'S DEPARTMENT

Human Resources Section

Assistant Registrar/Senior Assistant Registrar (1 Post)

Qualifications and Experience

- An Honours Degree in Human Resources Management, Behavioural Sciences or equivalent preferably passed with a 2.1 degree classification.
- At least five (5) years post qualification working experience.
- Proven working experience of managing the complete human resources value chain in a University setting at Human Resources Administrator/Officer level.
- A relevant Master's Degree plus two (2) years post qualification experience is an added advantage.
- An IPMZ Diploma is an added advantage.
- Working knowledge of the Labour Act and related statutes and regulations.

Duties and responsibilities

- Plans and facilitates recruitment, performance management, employee relations, disciplinary procedures, terminations, employee reward, compensation and benefits system, ensuring that these comply with the University's policies.
- Recommends and executes human resources policies, procedures, initiatives and systems that comply with the University's Strategic Plan and the legislative requirements.
- Develops tools to ensure legal obligations relating to human resources are maintained and updated timeously.
- Conducts instruction for staff members about administrative and human resources procedures and resolves and answers human resources related issues.
- Ensure proper staffing plan is in place and job descriptions for current or new positions are updated and recorded appropriately.

- Maintains an up to date and efficient human resources information and record keeping system and prepare report as may be required by the Registrar.
- Manages human resources audits and liases with auditors.
- Supervises and coaches human resources staff.
- Provides data input for processing of employee salaries and benefits.

Skills and attributes

- Good organisational skills, time management, problem solving and decision making aptitude.
- Good communication, interpersonal skills and ability to form working relationships with people at all levels.
- High level of ethics and reliability; and commitment to confidentiality.
- Flexible and creative approach; keen to take initiative where appropriate.
- Good computer skills, including familiarity with Microsoft Word and Excel.
- Knowledge of University systems of operation.
- Hands on knowledge of payroll systems.

3. SENIOR SECRETARY FOR THE FOLLOWING SECTIONS/ DEPARTMENTS.

Qualifications and Experience

- Five (5) Ordinary Level passes including English Language.
- A National Diploma in Secretarial Studies or its equivalent.
- Computer literacy.
- Applicants must have at least three (3) years relevant experience.

Duties and responsibilities

- Keeping the supervisor's diary and appointments.
- Typing and filing.
- Taking Minutes and keeping records.
- Attending to incoming and outgoing telephone calls.
- Handling photocopying services.
- Attending to visitors and screening them.
- Bringing to the attention of the supervisor any observed abnormalities.
- Perform other job related duties as required by the supervisor.

3.1 Centre for Evaluation

Senior Secretary (1 Post)

3.2 Physical Planning Works and Estates Section

Senior Secretary (1 Post)

3.3 Information and Communication Technology Services Section

Senior Secretary (1 Post)

3.4 Internal Audit Section

Senior Secretary (1 Post)

3.5 Geography and Geoinformation Sciences Department

Senior Secretary (1 Post)

**3.6 Innovation, Entrepreneurship and Industrialisation
Senior Secretary (1 Post)**

**3.7 Development Studies Department
Senior Secretary (1 Post)**

4. CHIEF SECRETARY FOR THE FOLLOWING DEPARTMENTS

Qualifications and Experience

- At least five (5) Ordinary Level passes including English Language
- A National Diploma in Secretarial Studies or its equivalent
- At least five (5) years relevant experience.
- Computer Literacy.

Duties and Responsibilities

- Keeping the Supervisor's diary.
- Making appointments and bookings for the Supervisor.
- Typing, filing and record keeping.
- Attending to incoming and outgoing telephone calls.
- Receiving papers for meetings and preparing files for the meetings.
- Making arrangements for meeting venues.
- Handling and sorting mail.
- Taking Minutes
- Photocopying and printing documents for the office.
- Performing any other duties as assigned from time to time.

**4.1 Library Department
Chief Secretary (1 Post)**

**4.2 Registrar's Department, Academic Affairs
Chief Secretary (1 Post)**

5. INNOVATION, ENTREPRENEURSHIP AND INDUSTRIALISATION

5.1 General Hands/Stockmen (2 Posts)

Qualifications and Experience

- The applicant should have attained secondary education.
- Knowledge of Agriculture will be an added advantage.

Duties and Responsibilities

The candidate should be able to:

- Do general animal husbandry duties.
- Do general crop and fodder production duties.
- Operating and maintaining tools and equipment.
- Keep and maintain basic records.
- Perform any other duties as assigned by the supervisor.

5.2 General Hands/Crop Production (2 Posts)

Qualifications and Experience

- The applicant should have attained secondary education.
- Knowledge of Agriculture will be an added advantage.

Duties and Responsibilities

The candidate should be able to:

- Do general animal husbandry duties.
- Do general crop and fodder production duties.
- Operating and maintaining tools and equipment.
- Keep and maintain basic records.
- Perform any other duties as assigned by the supervisor.

6. FACULTY OF AGRICULTURAL SCIENCES

Department of Crop and Soil Science

Laboratory Assistant (1 Post)

Qualifications and Experience

- Applicants must possess a National Diploma in Chemical Technology/Food Science or Biological Sciences.
- Three (3) years relevant experience will be an added advantage

Duties and Responsibilities

- Assist in issuing of chemicals and apparatus to students and receives the same from students.
- Cleaning of laboratory glassware and equipment.
- Cleaning of student lockers.
- Maintain the required levels of distilled water and bench reagents (where applicable).
- Cleaning and polishing of laboratory floors and bench tops.
- Moving cylinders and similar apparatus as instructed.
- Carrying out simple workshop duties.
- Carrying out any other duty assigned by the head of Department/Senior Technical Staff.

7. FACULTY OF ENGINEERING AND APPLIED SCIENCES

7.1 Department of Production Engineering

Lectureship/Senior Lectureship/Associate Professorship/Professorship

7.1.1 Production Engineering (1 Post)

Qualifications and Experience

- A minimum of a Master's Degree in Chemical or Mechanical/Manufacturing and Operations Management or equivalent with a merit or better and a BSc/BEng/Honours degree in Mechanical/Production/Industrial and Manufacturing Engineering or equivalent with a 2.1 or better. Possession of a PhD in the related field and teaching experience at tertiary level will be an added advantage.

Duties and Responsibilities

The successful candidate will be expected to teach undergraduate students in the following courses;

- Manufacturing Systems, Human Factors Engineering, Industrial Systems Engineering, Quality Management, Maintenance Engineering and Machine Design.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate levels.

- Participating in outreach programmes relating to production engineering.
- Sourcing research funding for the Department.
- Conduct and publish research.

7.1.2 Department of Information Technology

Lectureship/Senior Lectureship/Associate Professorship/Professorship

Information Technology (2 Posts)

Qualifications and Experience

- Applicants must possess a relevant MSc degree in Information Technology/Computer Science/Information Systems with a Merit or better or equivalent and BSc honours degree in Information Technology/Computer Science/Information Systems or equivalent with a 2.1 or better. In addition, the candidate will be expected to be proficient and have experience in delivering lessons through online and face to face methods. Possession of a relevant PhD will be an added advantage.

Duties and Responsibilities

- The successful candidate will be expected to teach at least four of the following courses per semester at undergraduate level; Parallel Computing, Mobile Computing, Wireless Communication, Distributed Systems, Computer Architecture, Neural Networks and Fuzzy Logic, Data Science.
- Participating in income generation.
- Participating in outreach activities in the information technology sector.
- Ability to innovate and facilitate service delivery.

8. FACULTY OF AGRICULTURAL SCIENCES

Department of Crop and Soil Sciences

Lectureship/Senior Lectureship/Associate Professorship/Professorship

Agricultural Economics (1 Post)

Qualifications and Experience

Ideally the successful candidate should possess an MSc in Agricultural Economics, Agribusiness, Economics or equivalent, with considerable teaching and research in Agricultural Economics or Agribusiness and related areas and a proven record of publications in refereed scientific journals. A PhD in Agricultural Economics will be an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post graduate levels on the subject areas of Microeconomics, Applied Production Economics, Agricultural Finance and Risk Management, Financial Analysis and Management, Cost Benefit Analysis, Agribusiness Management and Project Planning.
- Supervising projects in areas of competence
- Participating in outreach activities in the agricultural sector.
- Participating in income generating activities.

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. Candidates must also be;

- Able to contribute significantly to the teaching, research and curriculum development
- Able to supervise graduate students
- Student centred

10.2 Department of Crop and Soil Sciences

Lectureship/Senior Lectureship/Associate Professorship/Professorship

Medical Microbiologist (1 Post)

Qualifications and Experience

- Applicants must hold a PhD in Medical Microbiology or equivalent. Relevant teaching or industry experience is a prerequisite.

Duties and Responsibilities

- Lecturing of Postgraduate students on the following subject areas: Antimicrobial Resistance; Applied Food Microbiology and Nutritional Toxicology
- Analytical Technologies to Prevent Food Safety Incidents
- Supervision of Postgraduate students Research projects
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Innovation and production of goods and services.

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. Candidates must also be;
- Able to contribute significantly to the teaching, research and curriculum development
- Able to supervise graduate students
- Student centred

10.3 Department of Animal Science and Rangeland Management

Lectureship/Senior Lectureship/Associate Professorship/Professorship

Tropical Resources Ecologist (2 Posts)

Qualifications and Experience

- Applicants must hold a PhD in Tropical Ecology, Conservation Ecology, Wildlife Ecology, Biodiversity and Ecosystem Management, a MSc in Ecology or equivalent, and a BSc in Natural Resources Management in Wildlife or Animal and Rangeland Management or equivalent.
- Relevant teaching or industry experience is a prerequisite.

Duties and Responsibilities

- Lecturing of Postgraduate students on the following subject areas:

- Social ecology, aquatic ecology, Tropical resources, Geographic Information systems (GIS) Wildlife laws and forensics, Community based natural resource management and other ecology based subjects.
- Supervision of research projects for Postgraduate,
- Participating in community outreach activities,
- Participating in income generating activities.
- Conducting research and innovation, and production of goods and services

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. Candidates must also be;
- Able to contribute significantly to the teaching, research and curriculum development
- Able to supervise graduate students
- Student centred

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, 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, birth certificate and National Identity Card.

The Application letter should be addressed to:

The Senior Assistant Registrar
Lupane State University
Human Resources Section
P O Box 170
Lupane

The closing date for the receipt of applications is **Friday 20 January 2023**. **Only shortlisted candidates will be contacted.**