



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

1. **PRO-VICE-CHANCELLOR (1 POST)**

Applications are invited from suitably qualified and experienced persons to fill the post of Pro-Vice-Chancellor at the Lupane State University. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the performance of his/her functions and, in addition, shall have such functions as may be specified in the University Statutes.

Purpose of the Job

To provide leadership and the co-ordination of teaching, research, community engagement, innovation and the production of goods and services, including policy formulation and development and the maintenance of standards as well as other delegated administrative functions.

Key Duties and Responsibilities

In line with the relevant laws and statutes, the Pro-Vice-Chancellor shall:-

- Assist the Vice-Chancellor in the performance of his or her functions and in that regard be responsible for the Academic Affairs of the University and other delegated administrative functions.
- Deputise the Vice-Chancellor.
- Initiate, obtain approval of and promote policies, plans and programmes that enhance the academic, administrative and professional excellence of the University.
- Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programmes.
- Establish systems for the planning, development and review of undergraduate, postgraduate, research programmes and any other academic programmes of the University.
- Oversee the selection and admission of students.
- Initiate and coordinate the development and review of curricula for academic programmes offered at the University.
- Monitor compliance in setting and marking all examinations in accordance with the established regulations.
- Establish systems for students' timely completion of academic programmes.
- Promote partnerships and networking for academic growth and development in the University.
- Facilitate community/civic and industry engagement, including development of partnerships with business and industry and other stakeholders.
- Oversee the translation of university research outputs and innovations into goods and services.

- Perform such other functions that may be delegated to him or her by the Vice-Chancellor or assigned by the University Council.

Key Outputs

- Comprehensive and sound academic and administrative policies, plans and programmes developed and implemented.
- Framework for monitoring quality, standards and management of academic programmes developed and implemented.
- Undergraduate, postgraduate, research programmes and other academic programmes of the University planned, developed, implemented, reviewed and continuously improved.
- Students admitted on merit and in accordance with existing regulations.
- Regulations for setting and marking examinations adhered to.
- Distinguished scholars recruited and retained and suitable External Examiners appointed.
- Research projects carried out successfully and translation of research outputs into goods and services made.
- Implementation of Education 5.0 Model, that is, teaching, research, community engagement, innovation, and production of goods and services.

Qualifications and Experience

- Should possess an earned PhD from a recognised University/Institution.
- Should be an Associate Professor or full Professor.
- Should have at least ten (10) years of proven experience in teaching, research, leadership and administration, five (5) of which should have been at least at the rank of Dean of Faculty or equivalent in a reputable institution.
- Should demonstrate academic leadership through publication and research output.
- Have an understanding of the relevant legal framework for management of higher education in Zimbabwe.

Conditions of Service

Generous Medical Aid, Leave and Pension Benefits are offered. The information on salary and other benefits will be made available to the short-listed candidates.

Applications

All applications will be treated in strictest confidence. Interested candidates should submit the following: application letter, certified copies of educational certificates, National ID, Birth Certificate and Curriculum Vitae giving full personal particulars including full name, place and date of birth, qualifications, previous employment experience, present salary, date of availability, telephone number, email address, names and addresses of three referees including email addresses to:

The Chairperson of Council
c/o of the Vice-Chancellor
Lupane State University
P O Box 170

Lupane

Email Address: vice-chancellor@lsu.ac.zw in a single continuous PDF file clearly indicating the position being applied for in the subject line. The closing date for the receipt of applications is **Friday, 3 February 2023**. Only shortlisted candidates will be contacted.

2. UNIVERSITY REGISTRAR (1 POST)

Applications are invited from suitably qualified and experienced persons to fill the post of Registrar that has arisen at the University. This is an Executive fixed-term and performance-based contract position.

Job Summary

Reporting to the Vice-Chancellor, the Registrar will be responsible for the administration and management of the University's academic and non-academic support services. She/he is primarily responsible for ensuring the proper functioning and running of the University's administrative processes in the delivery of the University Strategy as provided for in the Lupane State University Act [Chapter 25:25] and actualisation of the heritage-based Education 5.0 philosophy.

Duties And Responsibilities

- Serve in an advisory role, in respect of the whole range of the University's activities, to the Vice-Chancellor, Chairperson of Council, Chairpersons of University Committees and other Senior Officers.
- Serve as Secretary to the University Council and its Executive Committee and oversee the general administration of Council activities.
- Control and be the custodian of the University Seal.
- Ensure effective operation and management of the Academic Affairs, Human Resources, Central Services, Accommodation and Catering Services, Legal Affairs, Centre for Continuing Education and Faculty Administration Sections by establishing policies and managing their implementation, by exception, through second tier administrative officers.
- Attend to legal matters of the University.
- Represent the University and lead the negotiations and liaison with Government Ministries and external aid and other organisations and stakeholders.
- Lead negotiations with Employee Associations with regard to salary and conditions of services and other pertinent matters.
- Negotiate with the generality of students and, in particular, the elected officers of the Student Executive Council (SEC).
- Be involved in the preparation and submission of project proposals for new developments.
- Administer the whole range of University staff development programmes including, and in particular, the administrative staff development programme.

Qualifications and Experience

- The ideal candidate must be a holder of a Masters' degree in Business/Public Administration or its equivalent and a related Bachelor's degree.
- An earned PhD or equivalent will be an added advantage.
- Have at least ten (10) years relevant work experience in a higher education institution or research institution, of which five (5) years must be at senior management level or equivalent level.
- Have knowledge and understanding of both the administrative and academic business of the University.

- Be self-motivated, dedicated and highly reliable and responsible, a team player, have good human relations skills, strong moral character, and integrity to handle confidential records in compliance with institutional policies.
- A demonstrable ability to communicate readily and effectively at all levels with a wide variety of stakeholders of different backgrounds, ages, beliefs, both within the University and outside.
- Ability to collaborate effectively with all university departments and cross functional teams.
- Relevant practical experience with Information Communication Technologies (ICTs) and their application in administrative and management systems.

Conditions of Service

Generous Medical Aid, Leave and Pension Benefits are offered. The information on salary and other benefits will be made available to the short-listed candidates.

Applications

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3. DEAN OF FACULTY (3 POSTS)

The Dean plays a pivotal role in the University's senior management structure, providing overall leadership and management functions to the Faculty which includes administration and management of the Faculty's finances. The Dean will also be responsible for all Faculty Planning and control in specific areas of human resources, budgeting, academic programmes, Faculty equipment and other Faculty matters. The successful candidate will be appointed on a fixed term performance based contract for a maximum period of four (4) years. The Dean shall report and be responsible to the Vice-Chancellor.

DEAN – Faculty of Humanities and Social Sciences (1 Post)

DEAN – Faculty of Commerce (1 Post)

DEAN – Faculty of Agricultural Sciences (1 Post)

Duties and Responsibilities

- Provide strategic leadership with a vision, academic excellence through University teaching, research, community engagement, innovation and industrialisation (Education 5.0) and insight for the Faculty;

- Managing, monitoring, developing and evaluating academic programmes leading towards transformational review and renewal;
- Provide academic and administrative leadership to the Faculty, including all Faculty planning and budgeting;
- Implementing the policies and objectives of the University and the Faculty through the development and delivery of sound and innovative programmes, the promotion of excellence in teaching and research for the Faculty through partnerships and linkages with other Universities as well as other organisations;
- Provide leadership in coming up with specialised methods of effective online teaching for the different Faculty disciplines;
- Developing a sense of community for the Faculty, students and support staff;
- Developing collaborations and strategic partnerships with Faculty alumni, institutions, corporations and government agencies in liaison with University administration;
- Implementing programmes and projects in accordance with the University administration;
- Quality Assurance of the Faculty activities;
- Fostering and maintaining a comprehensive and conducive learning environment in the Faculty;
- Participating where relevant in Academic Meetings such as Senate, Faculty and Departmental Boards;
- Serve as a link facilitating engagement amongst students, staff, Head of Departments, Directors and the University Management;
- Leading and co-ordinating the governance of the Faculty, reflecting the interdisciplinary nature of academic programmes;
- Developing, leading and encouraging resource mobilisation in support of the Faculty's goals; and performing such other functions as may be prescribed by the Vice-Chancellor.

Qualifications and Experience

- An appropriate postgraduate qualification for the respective Faculty.
- A track record of teaching, research and scholarship in higher education for at least eight years.
- Sound knowledge of the academic disciplines of the Faculty within which the application is being made.
- Good knowledge and understanding of the higher education system and policy environment.
- Experience in strategic planning, financial and human resources management, proven attributes of transparency, integrity and teamwork.
- Strong intellectual, organisational, systematic and leadership qualities.
- Should be at least at Senior Lecturer grade and has held a Departmental Chairperson position.
- An earned PhD would be an added advantage.

4. DIRECTOR - INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES (ICTS) – 1 POST *(Re-advertisement, candidates who applied previously need not reapply)*

Applications are invited from suitably qualified and experienced persons to fill the post of Director, Information and Communication Technology Services that has arisen at the University. The successful candidate will be appointed on a fixed-term performance-based contract for a maximum period of four (4) years and shall report and be responsible to the Vice-Chancellor.

Duties and Responsibilities

- Designing and implementing Information Systems of diverse protocols and platforms to support Education 5.0 and other administrative needs;
- Interpreting ICT needs for the whole University and developing functional or departmental ICT strategy aligned to the University-wide strategic plan;
- Leading the designing of relevant ICT courses for academic staff, administrative staff and students;
- Directing, assigning, coordinating, reviewing and evaluating the work of IT staff for maximum productivity;
- Working effectively with superiors and subordinates, information systems managers, staff, students and partners in managing the University's technology resources and support facilities, local, wide, wireless, internet, cloud and intranet networks, telephone and all related software programmes;
- Gathering and analysing data, drawing sound conclusions, preparing clear, concise written reports, and making effective verbal presentations; and
- Performing other duties including vendor management, workforce planning, budget planning and management, project management and resource management.

Qualifications and Experience

- A Masters Degree in Computer Science, Computer Engineering, or similar relevant areas of specialisation;
- A first degree in the related field;
- A PhD is a distinct Advantage;
- Thorough knowledge of designing enterprise ICT infrastructure and developing information systems for a diverse academic and administrative community;
- Eight (8) years' experience, five (5) of which should be at senior management level; and
- Membership of a relevant professional body e.g. Computer Society of Zimbabwe.

Skills and Competencies

- Extensive working knowledge of MS Windows Server.
- Good communication, presentation and leadership skills.
- Knowledge of Network Resources Sharing and Security, Server, Firewall, Active Directory and Proxy Configurations.
- Understanding of the regulations that apply to installations, repairs and maintenance of ICT systems and appliances in Zimbabwe.

5. DIRECTOR – QUALITY ASSURANCE DIRECTORATE (1 POST)

The Director of Quality Assurance provides vision and strategic leadership in all quality assurance matters in the academic and support sectors of the University. This includes negotiations with different University communities for internal and external quality promotion and assurance processes. The Director represents the interest of quality internally and externally and oversees the efficient management and administration of the Quality Assurance Directorate. The successful candidate will be appointed on a fixed term performance based contract for a maximum period of four (4) years and shall report and be responsible to the Vice-Chancellor.

Duties and Responsibilities

- Oversee the implementation of the University Quality Assurance Policy; Strategic Planning to achieve the objectives of the University Quality Assurance Framework in line with the Education 5.0 model;
- Be accountable for implementing the Quality Assurance initiatives, managing its detail and bringing it to successful implementation;
- Coordinate and support Quality Assurance and Enhancement of Management Systems across the University;
- Contribute to the identification, development and promotion of the University's Quality Assurance protocols and mechanisms;
- Lead the development and oversee the implementation of University wide Quality Assurance initiatives;
- Generate Quality Assurance policies and procedures and oversee their implementation, monitoring and evaluation across the University;
- Oversee quality issues in University Affiliates and Associate institutions;
- Liaising with donors and funding agencies to mobilise financial resources for Quality Assurance activities;
- Co-ordinate the process of accreditation of academic programmes;
- Manage the Secretariat of the University Quality Assurance Committee; and
- Any other duties related to Quality Assurance as may be assigned from time to time by the Vice-Chancellor.

Qualifications and Experience

- A Masters degree in Statistics, Mathematics Sciences; Economics, Econometrics or Operations Research and Statistics.
- A PhD is a distinct advantage.
- Not less than 8 years' experience as a Lecturer in a University Department.
- Experience as Dean or Chairperson of a Department is a distinct advantage.
- Demonstrate leadership experience in Higher Education quality promotion and assurance.
- Evidence of in-depth and extensive knowledge of Higher Education and related Quality Assurance policies, processes and procedures.
- Evidence of competence in qualitative and quantitative data analysis and excellent report writing skills;
- Research record (consonant with the level of appointment).

6. DIRECTOR - INNOVATION, ENTREPRENEURSHIP AND INDUSTRIALISATION (1 POST)

The successful candidate will be appointed on a fixed term performance-based contract for a maximum period of four (4) years and shall report and be responsible to the Vice-Chancellor.

Duties and Responsibilities

- Developing a mentoring programme for emerging researchers and innovators.
- Developing a research, innovation and industrialisation culture and agenda for Lupane State University.
- Developing mechanisms for promoting innovation and production of goods and services.
- Developing performance benchmarks and quality monitoring and evaluation frameworks for the institution's innovation hubs and industrial parks.

- Facilitating and coordinating collaborations with industry leading to the setting up of industrial hubs and parks.
- Initiating, implementing, monitoring and evaluating policies, systems and procedures dealing with university research, innovation and industrialisation.
- Providing leadership, oversight and direction to faculties and departments in all research, innovation and industrialisation matters.
- Putting in place mechanisms for the protection of intellectual property.
- Superintending over the establishment and operations of innovation hubs and industrial parks.
- Facilitating the commercialisation of innovations and establishment of business start-ups.

Qualifications and Experience

- The ideal candidate must be a prominent academic with a proven track record of scholarship, research, publications, collaborations, networking and resource mobilisation.
- A minimum of a PhD in any of the following areas: Agricultural Sciences, Engineering and Applied Sciences, Humanities and Social Sciences and or Commercials.
- At least five (5) years' experience as a Chairperson of a Department/Head of a Research Unit.
- A minimum of twelve (12) research publications in accredited journals.
- Possession of Patents/Utility Models/Industrial Designs as well as evidence of Collaborations, Networking and Resource Mobilisation will be a distinct advantage.
- Proven ability and intelligence to identify and analyse trends, issues and concepts in the technological space.

7. DIRECTOR - RESEARCH & EXTENSION SERVICES OFFICE (RESO) – 1 POST

The successful candidate should demonstrate a background in the submission, management and close-out processes for grants and contracts. This is a fixed term performance-based contract for a maximum period of four (4) years and

Duties and Responsibilities

- Co-ordinating research and extension services activities within the University.
- Running appropriate workshops and training sessions for researchers.
- Liaising with the Research Council of Zimbabwe.
- Facilitating networking in research with other Universities.
- Managing and encouraging innovation.
- Providing professional support for strategy, policy and academic delivery of research and innovation.
- Managing research quality within the University.
- Identifying research grant opportunities and facilitating the submission of grant applications

Qualifications and Experience

- An appropriate postgraduate qualification in Agricultural Sciences; Engineering and Applied Sciences; Humanities and Social Sciences and Commercials;
- An earned PhD is a distinct advantage;
- Not less than 8 years' experience as a Lecturer in a university Department;
- Experience as Dean or Chairperson of a Department is a distinct advantage;

- Evidence of in-depth and extensive knowledge of the submission, management and close-out processes for grants and contracts; and
- Research record (consonant with the level of appointment).

Conditions of Service

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Lupane State University
P O Box 170

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