

Lupane State University

Building Communities through Knowledge

INTERNAL ADVERT

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

1. REGISTRAR'S DEPARTMENT

Student Affairs Division

1.1 Warden (1 Post)

Qualifications and Experience

- Master's degree and at least three years' experience in student management.
- A qualification in counselling services will be an added advantage.

Duties and Responsibilities

- Overseeing the administration of female Halls of Residence;
- Maintaining of discipline and counselling of students;
- Creating an enabling environment for the achievement of academic excellence, personal growth, group interaction, self-discipline and enable students from diverse cultural and social backgrounds to live together;
- Managing the female Halls of Residence efficiently to ensure that the students get high quality residential facilities.
- Perform any other duties as assigned by the Supervisor.

1.2 Female Residence Janitor (1 Post)

Qualifications and Experience

- Minimum of five (5) Ordinary Level subjects including English Language.
- Possess a relevant Diploma.
- Experience in student management at Higher and Tertiary Education will be an added advantage.

Duties and Responsibilities

- Assisting students in times of need and should be approached in the first instance for assistance
- Facilitating resident check-in and check-out
- Processing room check-in and check-out records in a timely manner
- Inspecting mostly female Halls of residence, both internal and external and report areas which need maintenance and repair.
- Submitting record of proposed areas of maintenance and repair.
- Maintaining record of issued keys and equipment.
- Perform any other duties as assigned.

2. BURSAR'S DEPARTMENT

2.1 Chief Accounting Assistant – Asset Management and Project Section (1 Post)

Qualifications and Experience

- Higher National Diploma in Accounting and 5 years post qualification experience or;
- Bachelor of Commerce Honours Degree in Accounting and Finance or equivalent plus one year post qualification experience.
- Experience in Pastel and Paywell packages would be a distinct advantage.

Duties and Responsibilities

- Making sure an asset register is prepared
- Making sure that all assets which have been bought are recorded
- Making sure that movement of assets is recorded and properly authorised
- Ensure adherence to the internal control systems.
- Make proper financial interpretation of projects reports
- Enforce compliance to the entity's code of conduct relating to asset movement
- Preparation of monthly management accounts and financial reports
- Preparation of cash-flow forecasts and monitoring thereof.
- Monitoring capital projects and render advice in preparation of project documents
- Project financial controls and ensures adherence to contract terms.

2.2 Chief Accounting Assistant – Payments and Investments Section (1 Post)

Qualifications and Experience

- Higher National Diploma in Accounting and 5 years post qualification experience or;
- Bachelor of Commerce Honours Degree in Accounting and Finance or equivalent plus one year post qualification experience.
- Experience in Pastel and Paywell packages would be a distinct advantage.

Duties and Responsibilities

- Checking Payment Vouchers for proper documents
- Updating the cash book
- Checking payment voucher
- hers for proper documentation
- Preparing cash flow projections
- Cash collection and banking
- Produces monthly trial balance
- Keep record of travel and purchase advances
- Ensure that staff members account for advances taken
- Keep an updated Ledger Accounts.

2.3 Chief Accounting Assistant - Students Accounts Section (1 Post)

Qualifications and Experience

- Higher National Diploma in Accounting and 5 years post qualification experience or;

- Bachelor of Commerce Honours Degree in Accounting and Finance or equivalent plus one year post qualification experience.
- Experience in Pastel and Paywell packages would be a distinct advantage.

Duties and Responsibilities

- Paynow reconciliation
- Student debtors reconciliation
- Transferring students to Presumed Withdrawn and raising credit notes
- Reconciling graduated students and raising charges
- Liaising with Admissions and Student Records on student numbers
- Verification of Credit losses category
- Checking active students on completed students

3. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

Department of Languages

Station Manager: LSU Campus Radio (1 Post)

Qualifications and Experience

- Applicants must hold a Master's Degree in Arts/Humanities or Social Sciences passed with merit or better, a Bachelor's Degree in Media/Journalism/Communication or related field passed with a 2.1 or better, plus three (3) years' experience on radio station.

Desired Attributes

The successful candidate must:

- Have a strong professional profile and significant experience;
- Show a track record of leadership and innovation in the media industry in Zimbabwe;
- Demonstrate knowledge of current broadcasting trends in Zimbabwe and the ability to develop and implement LSU Radio's vision.
- Demonstrate managerial competence, experience in raising funds and the ability to represent the LSU Radio in multiple forums; and
- Demonstrate knowledge on implementation of Education 5.0 at LSU Radio.

Duties and Responsibilities

- Facilitating the development of LSU radio policy frameworks, for successful implementation of Education 5.0 through the radio station.
- Coordinating radio broadcasting lectures at the radio station in conjunction with the Department of Languages.
- Coordinating Campus Radio programs or activities with the department, schools and the rest of the university community.
- Implementing strategies for making the radio station productive.
- Developing regulations for short courses for Radio and Television in conjunction with the Department of Languages.
- Ensuring that content producers and technical employees comply with broadcasting regulations and other related laws.
- Compiling and submitting monthly reports to relevant authorities.

- Creating an environment conducive to intellectual, talent, research and innovation growth.
- Any other duties as assigned by the Vice-Chancellor through the relevant department.

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 30 April 2023**. **Only shortlisted candidates will be contacted.**