



VACANCY NOTICE

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

1. REGISTRAR'S DEPARTMENT

1.1 Human Resources Section

Administrative/Senior Administrative Assistant (2 Posts)

Qualifications and Experience

- Applicants must have a first degree in Human Resource Management or its equivalent.
- A minimum of three (3) years relevant post qualification working experience of which one (1) year should be exposure in a University environment.
- Any Institute of People Management of Zimbabwe Diploma will be an added advantage.
- Experience of working with any Payroll System will be a distinct advantage.
- Five (5) 'O' Level passes including English Language.
- A Masters degree in Human Resource Management will be an added advantage.

Person Specification

- Excellent oral and written communication skills in English;
- Ability to use independent judgment and take initiative;
- Should be mature, hardworking, reliable, responsible and prepared to work overtime;
- Sound analytical and problem solving skills;
Ability to work independently with minimal supervision and collaboratively as part of a team;
- Ability to work with a high degree of accuracy and attention to detail;
- Ability to maintain employee confidence and protect Human Resources Operations by keeping personnel data confidential at all times;
- Ability to provide customer service even with tight deadlines or pressure;
- Knowledge of issues and best practices in Human Resources procedures and methods in an academic environment is preferable;
- Excellent computer skills; and
- Experience in delivering presentations or facilitating training to small groups.

Duties and Responsibilities

Reporting to the Senior Assistant Registrar, the incumbent shall be responsible for assisting in the following areas:

Recruitment

Co-ordinating the hiring process through:

- Preparing and posting vacancy announcements and advertisements;
- Preparing applicants' summary tables;
- Preparing complete application dossiers/files for the Selection Boards;
- Providing information to potential applicants about the recruitment process; and
- Co-ordinating interview schedules.

Human Resources Administration

- Assisting in creating and updating departmental job descriptions;
- Assisting in addressing Human Resources questions and problems as well as making recommendations to the Senior Assistant Registrar regarding possible actions/solutions;
- Assisting employees with the completion of Human Resources forms and verifying the information;
- Assisting in leave scheduling, tracking and reporting;
- Maintaining employees' leave records and developing regular reports on the various types of leave;
- Performing general office support duties/tasks such as preparing correspondence, scheduling and cancelling meetings and appointments, compiling information;
- Co-ordinating the work of students on Work-Related-Learning or interns in the Human Resources Office;
- Attending to staff disciplinary and labour related cases;
- Servicing University Committees.

Welfare

- Liaising with Heads of Departments in the University on training needs identification and validation;
- Assisting in the co-ordination, development, implementation and assessment of training needs programmes;
- Assisting with analysis of training needs, employee feedback and developing training needs schedules;
- Tracking the completion of training; and
- Collecting, compiling and preparing reports concerning the training needs programme.

Policies and Procedures

- Ensuring Compliance with University laws and regulations regarding Human Resources activities;
- Maintaining knowledge of legal requirements and regulations affecting Human Resources functions and ensuring that policies, procedures and reporting are in compliance with these regulations and requirements; and
- Assisting in the drafting of new policies and reviewing of the same.

Records Management

- Generating, co-ordinating and maintaining accurate and up to date Human Resources related files and records for all University Staff;
- Maintaining job applicants' files in an organised manner;
- Maintaining performance contracts forms, promotion dossiers as well as tenure files; and
- Maintaining employee confidence and protecting Human Resources operations by keeping employee personal data confidential at all times.
- Any other duties as assigned from time to time.

1.2 Student Affairs Division

State Registered Nurse (1 Post)

Qualifications and Experience

- Applicants should hold a Diploma in General Nursing, be registered with the Nurses Council of Zimbabwe, hold a valid practicing certificate and a qualification in Counselling.
- Forensic training for dispensing, a degree in Nursing Science and experience in handling students preferably at a Higher and Tertiary Education Institution will be added advantage.

Duties and Responsibilities

- The ideal candidate should be able to ensure compliance with effective infection prevention and control systems.
- Maintain confidential, detailed and accurate records of patients' conditions, diagnosis and therapeutic interventions done.
- Ensure the clients gain access to services they require and that the care needed is well coordinated, e.g. proper referral systems.
- The candidate must attend student and staff trips, sports events and other university events as health emergency personnel, consult with clients seeking medical attention, administer medication to patients, counsel students, participate in health education programmes, procure medical drugs and medical equipment and perform any other clinical/nursing duties as assigned.

2. FACULTY OF ENGINEERING AND APPLIED SCIENCES

2.1 Department of Production Engineering

Technician/Senior Technician

Qualifications and Experience

- Applicants should possess at least five (5) 'O' Level passes including English Language and Mathematics, National Certificate plus Skilled Worker Class 1 Journeyman in Machinshop Engineering or fitting and Machining or Millwrights, a relevant National/Higher National Diploma in Mechanical Engineering and at least two years post qualification experience.
- Possessing a Bachelor of Science or Bachelor of Engineering or Bachelor of Technology Degree in Mechanical/Production/Manufacturing/Industrial Engineering will be an added advantage.
- The incumbent should have a high proficiency in CAD softwares and be passionate about Innovation, Commercialisation and Industrialisation.

Duties and Responsibilities

The incumbent must be able to perform the following duties amongst other relevant duties as may be assigned by the Departmental Chairman from time to time:-

- Interpretation and production of workshop technical drawings;
- Designing, manufacturing, repairing, development, construction, modification and commissioning of equipment and models using a full range of conventional and CNC machine tools and bench fitting equipment;
- Assisting with demonstrations during undergraduate laboratory and workshop practice;
- Operating workshop equipment and machinery;
- Executing preventive and scheduled maintenance of workshop machinery such as drilling machines, milling machines, lathe machines, grinding machines, presses and welding machines;
- Training of technical staff and students in the use of machine tools;
- Ordering of various materials, parts and consumables and maintenance of adequate stock levels;
- Assisting undergraduate Engineering students in the fabrication stage of Design and Make Projects.
- Preparing schedules for purchase of materials for fabrication of prototype gadgets;
- Assisting students and academic staff with Engineering research in the Workshop;
- Housekeeping and maintaining safety in the workshop.
- Arranging student field trips in liaison with academic staff.

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 2022**. **Only shortlisted candidates will be contacted.**