



VACANCY NOTICE

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

1. REGISTRAR'S DEPARTMENT

Student Affairs Division

1.1. Canteen Supervisor (1 Post)

Qualifications and Experience:

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

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.

1.2. Senior Cook (1 Post)

Qualifications and Experience

- Applicants should hold a minimum of a National Diploma in Professional Cookery and a qualification in Culinary Arts will be an added advantage.

Duties and Responsibilities

- 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.

1.3 Cook (2 Posts)

Qualifications and Experience

- Minimum Five (5) Ordinary Level subjects including English Language.
- Possess a 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 make 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

Examinations Section

1.4. Examinations Officer (1 Post)

Qualifications and Experience

- The ideal applicants should possess five (5) Ordinary Level Passes including English Language
- A Bachelor's Degree in Administration/Management/ Educational Administration.
- A Master's Degree in Administration/Management/Educational Administration
- At least five (5) years' experience, two (2) of which should be in administration role in a University setting or Educational setup.
- Proficiency in Microsoft Word, Excel and Power Point.

Duties and Responsibilities

- Developing and reviewing examinations rules and regulations, policies and standard operating procedures.
- Liaising with chairpersons of departments on examinations policy and procedures
- Coordinating the compilation of sessional Examinations Timetable.
- Coordinate the printing of examination papers, receiving and ensuring secure storage of question papers.
- Distribution of examination papers to examination venues and dispatching scripts for marking.
- Managing preparations for examinations including acquisition of examination stationery.
- Coordinating the appointment of External Examiners, overseeing their travel arrangements and processing of honorarium claims.
- Facilitating training of invigilators and supervising examinations.
- Monitoring the processing of examination results.
- Monitoring and reviewing the examinations system for continuous improvement in line with international best practice.
- Servicing the termination of studies (appeal committee) and other University Committees as assigned
- Disseminate information to staff and students to ensure that they are aware of and comply with examination procedures and regulations.

2. FACULTY OF COMMERCE

2.1. Department of Human Capital Development

Temporary Full-Time Lecturer

Lectureship for the Bachelor of Science Honours Degree in Human Resource Management

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

Qualifications and Experience

- Applicants must hold a Master's Degree in Human Resources Management and a Bachelor of Science/Commerce Honours Degree in Human Resources Management, passed with an upper second class (2.1) or better.
- A PhD in Human Resources Management and relevant teaching/industry experience would be a distinct advantage

Duties and Responsibilities

- Lecturing of undergraduate levels on subject areas of: Labour Relations, Labour Economics, Organisational Behaviour, Reward Management, Labour Law, Public Sector HRM, Human Resource Policy and Practice, Human Resource Development, HR Analytics, Agribusiness Legal Environment, and Comparative Industrial Relation and Internal Labour Law.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Innovation and Productivity.

2.2. Department of Human Capital Development

Teaching Assistant for the B.Sc. Honours Degree in Industrial Psychology

Teaching Assistant (1 Post)

Qualifications and Experience

- Applicant must hold a good Bachelor of Science Honours Degree in Industrial Psychology/Psychology, passed with at least an upper second class (2.1).
- A relevant Master's Degree in Industrial/Occupational Psychology would be a distinct advantage.

Duties and Responsibilities

- Conducting tutorials at undergraduate level on subject areas of: Principles of Industrial 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. Department of Accounting and Finance

Lectureship for the Bachelor of Commerce Honours Degree in Banking and Finance

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

Qualifications and Experience

- Applicant 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 minimum of two years relevant teaching or industrial experience is mandatory.
- A PhD would be a distinct advantage.

Duties and Responsibilities

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

2.4. Department of Accounting Finance

Teaching Assistant for the Bachelor of Commerce Hours Degree in Banking & Finance

Teaching Assistant (1 Post)

Qualifications and Experience

- Applicants must hold a Bachelor of Commerce Honours Degree in Banking and Finance or related subject area, passed with at least an upper second class (2.1)

Duties and Responsibilities

- The applicant must be able to carry out tutorials in the following modules: Financial Engineering, Financial Mathematics, Treasury Management, Financial Risk Management, Derivatives Securities, Corporate Finance, Structured Finance, Bank Regulation and Supervision, Financial Risk Modelling and International Banking.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Production of goods and services.

2.5. Department of Accounting and Finance

Teaching Assistant for the B.Sc. Honours Degree in Hospitality and Tourism

Teaching Assistant (1 Post)

Qualifications and Experience

- Applicants must hold a good Bachelor of Commerce Honours Degree in Hospitality and tourism or related area passed with at least an upper second class (2.1) and a National Diploma in Professionalism Cookery/Culinary Arts or National Diploma in Hospitality and Tourism or related subject area.
- A relevant teaching/industrial experience would be a distinct advantage.

Duties and Responsibilities

- The applicant must be able to carry out tutorials of undergraduate levels in Food and Beverages Production, Food and Beverage Service and any two of the following subject areas: Rooms Division, Hotel Management, Agri-tourism, Hunting and Safari Operations, Digital Tourism and Hospitality Marketing, and Events Management.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Production of goods and services.

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 05 May 2023**. **Only shortlisted candidates will be contacted.**