



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 Internal Auditor - Finance and Operations (1 Post)

Qualifications and Experience

- Degree in Internal Auditing, Financial Accounting or Financial Management (essential).
- Two years of work experience in an internal audit environment.
- Accreditation with the Institute of Internal Auditors would be an added advantage.
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation and communication skills.

Duties and Responsibilities

- Review of systems and internal controls.
- Managing and allocating duties to the chief audit assistants and Audit Interns.
- Supervision and training of subordinates.
- Assessing internal controls and recommending improvements to systems.
- Assisting the Senior Internal Auditor and the Chief Internal Auditor in areas pertaining to Organizational risk and compliance.
- Participate in the full audit cycle including risk assessment and check compliance with all applicable laws and regulations.
- Determine internal audit scope and develop annual plans.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, flowcharts etc.
- Prepare and present reports that reflect audit's results and document process.
- Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identify control weaknesses and recommend risk aversion measures and cost savings.
- Document process and prepare audit findings memorandum for the senior internal Auditor.

- Conduct follow up audits to monitor management's interventions.
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Undertake audits and investigations and compile detailed working papers.
- Attend to stock counts and report on adherence to written instructions.
- Attends Boards of Enquiry to cases of misconduct which he/he has investigated.
- Holds regular meetings with the Head of Internal Audit
- Perform any other duties as delegated by the supervisor.

1.2 Internal Auditor - Information Technology (1 Post)

Qualifications and Experience

- A Bachelor's degree in Computer Science, Accounting, MIS, or in other related discipline.
- Possess certifications such as CISA or CISSP, or other related one.
- Accreditation with the Institute of Internal Auditors would be an added advantage.
- 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.
- Eagerness to learn in diverse areas, as well as possess strong ability to work independently to produce desired results.
- At least two years' experience in Auditing or working in an IT environment.

Duties and Responsibilities

- Plan, implement, and generate report on medium to complex IT security and governance reviews and IT general and application control audits.
- Assess existence, efficiency, and effectiveness of the IT control environment by directing control/process optimisation.
- Evaluate and assess the university's IT policies and procedures; perform evaluation of control design; and carry out assessment of the effectiveness of the university's internal controls concerning IT processes and systems to help ensure the university's IT compliance programs are achieved always.
- Get strong knowledge and understanding of business strategies, challenges, and risks by proactively developing business partnerships with management, as well as maintaining a strong presence with management.
- Add value to and improve the efficiency and effectiveness of the business and the IT audit function by leading best practices for standards and procedures.
- Keep abreast of emerging technologies with the IT environment and help in developing audit plans to counter whatever risks that might be associated with the application of such technologies.
- Provide leadership to the team in achieving internal process improvement, effectiveness, and greater levels of competency.
- Provide mentorship and coaching to staff.
- Responsible for technical development of staff.
- Perform any other duties that may be assigned by management.
- Managing and allocating duties to the Chief Audit Assistants and Audit Interns.

- Review of systems and internal controls.
- Assisting the Chief Internal Auditor in risk reviews, preparation of annual Audit plan, monthly reports, audit programmes and complex investigations.
- Undertake audits and investigations and compile detailed working papers.
- Attend to stock counts and report on adherence to written instructions.
- Attends Boards of Enquiry to cases of misconduct which he/he has investigated.
- Holds regular meetings with the Head of Internal Audit.

1.3 Senior Internal Auditor (1 Post)

Qualifications and Experience

- A Master's Degree in Accounting or equivalent
- A professional qualification in Auditing is an added advantage.
- At least five (5) years' experience in Auditing, two (2) years of which should have been at senior level.

Duties and Responsibilities

- Evaluation of systems and internal controls and recommending improvements.
- Managing and allocating duties to Internal Auditors.
- Supervision and training of subordinates.
- Assisting the Chief Internal Auditor in assessing organizational risk and compliance with relevant policies and procedures.
- Assisting the Chief Internal Auditor in evaluating the risk management process, preparation of annual audit plan, quarterly reports, audit programmes and conducting complex investigations.
- Review of systems and controls.
- Audit and investigations.

1.4 Chief Audit Assistant (1 Post)

Qualifications and Experience

- Higher National Diploma in Accounting or equivalent. At least part C of CIS or equivalent.
- A recognised post graduate professional diploma in Accounting or equivalent discipline.

Duties and Responsibilities

- Assisting in designing internal audit procedures and work programs.
- Identifying key areas of risk within the organisation and propose appropriate controls to mitigate the risks.
- Ensuring that the University is complying with relevant laws and statutes.
- Conduct internal audits to assess the adequacy, effectiveness and efficiency of the established internal controls and procedures.
- Observe Stock counts.
- Audit and investigations.

2. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

2.1 Department of Development Studies

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

Urban and Regional Planning

Qualifications and Experience

- Applicants must hold a Master's Degree in Urban and Rural/Regional Planning or cognate discipline, passed with merit or better.
- A Bachelor's degree in Urban and Rural/Regional Planning or cognate discipline passed with a grade 2.1 or better.
- A PhD in Urban and Rural/Regional Planning or cognate discipline would be a distinct advantage.

Duties and Responsibilities

- Supervise students research projects;
- Teach any three of the following: Urban Policy and Management; Settlement Morphology; Environmental Systems and Planning; Urban Transport Management System; Rural Development and Regional Planning; Housing Theory and Practice; Urban Planning and Design Studio; 3D CAD and Geographic Information systems (GIS) and Earth Observation 2
- Attract and manage research grants.
- Participate in research activities.
- Participation in in-come generation projects
- Ability to innovate and facilitate service delivery.

2.2 Department of Development Studies

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

Urban and Regional Planning

Qualifications and Experience

- Applicants must hold a Master's Degree in Urban and Rural/Regional Planning or cognate discipline passed with merit or better. A Bachelor's Degree in Urban and Rural/Regional Planning or cognate discipline passed with a grade 2.1 or better.
- A PhD in Urban and Rural /Regional planning or cognate discipline would be a distinct advantage.

Duties and Responsibilities

- Teach any three of the following modules: Introduction to Society and Planning; Discourses in Urban and Regional planning Theory, Rural Economies and Development; Planning Techniques and Research Methods, Urban Planning and Design Studio; 3D CAD and Geographic Information Systems (GIS) and Earth Observation 2.
- Attract and manage research grants.
- Participate in outreach activities.
- Supervise students' research projects.
- Participate in in-come generation projects.
- Ability to innovate and facilitate service delivery.

2.3 Department of Geography and Geo-Information Sciences

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

Geography Specialist

Qualifications and Experience

- Applicants must hold a master's degree in Geography or related cognate passed with at least a Merit or better and a Bachelor of Science Honours Degree in Geography passed with an upper second class (2.1).
- A relevant PhD will be a distinct advantage.

Duties and Responsibilities

- Lecturing the following undergraduate courses: History of Geographical Thought; Techniques in Physical Geography; Techniques in Human Geography; Migration Studies; Population and the Environment; and Epidemiological Studies
- Supervise undergraduate dissertations.
- Participate in community outreach activities.
- Participate in in-come generating activities.
- Conduct research.
- Ability to innovate and facilitate service delivery.

2.4 Department of Educational Foundations

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

Animal Science Specialist

Qualifications and Experience

- Applicants must hold a Master's degree in Agriculture/Animal Science or in any related field passed with merit or better. A Bachelor of Education Degree in Agriculture/Bachelor of Education Honours Degree in Agriculture/Bachelor of Science Honours Degree in Agriculture passed with a grade 2.1 or better, and a teaching qualification is a must.
- A PhD in Agriculture, considerable teaching and research experience and a proven record of publications in refereed journals, are distinct advantages.

Duties and Responsibilities

- Supervise undergraduate and post-graduate students' research projects.
- Supervise students on teaching practice.
- Teach at least three of the following modules: Anatomy and Physiology of Farm Animals; Animal Production; Animal Nutrition; Animal Breeding; Biotechnology; Animal Health; General Farms Practice; Microbiology and Entomology.
- Attract and manage research grants.
- Participation in research activities
- Participation in in-come generation projects.
- Ability to innovate and facilitate service delivery.
- Participate in community engagement.

2.5 Department of Educational Foundations

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

Crop Science Specialist

Qualifications and Experience

- Applicants must hold a Master's degree in Agriculture /Crop Science or in any related field passed with merit or better. A Bachelor of Education degree in Agriculture/Bachelor of Education Honours degree in Agriculture/Bachelor of Science Honours degree in Agriculture passed with a grade 2.1 or better, and a teaching qualification is a must.
- A PhD in Agriculture, considerable teaching and research experience and a proven record of publications in refereed journals, are distinct advantages.

Duties and Responsibilities

- Supervise undergraduate and post-graduate students' research projects.
- Teach at least three of the following modules: Crop Production; Farm Machinery; Horticulture; Irrigation Systems; Biotechnology; Agricultural Biochemistry; Agricultural Marketing; Soil Science; Post-Harvest and Valuation.
- Attract and manage research grants.
- Participate in research activities.
- Participate in in-come generation projects.
- Ability to innovate and facilitate service delivery.
- Participate in community engagement.

2.6 Department of Educational Foundations

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

Soil and Environmental Specialist

Qualifications and Experience

- Applicants must hold a Master's Degree in Agriculture/Ecology/Soil Science or in any related field passed with merit or better. A Bachelor of Education Degree in Agriculture/Bachelor of Education Honours Degree in Agriculture/Bachelor of Science Honours Degree in Agriculture passed with a grade 2.1 or better, and a teaching qualification is a must. A PhD in Agriculture, considerable teaching and research experience and a proven record of publications in refereed journal are distinct advantages

Duties and Responsibilities

- Supervise undergraduate and post-graduate students' research projects.
- Teach at least 3 of the following modules: Resources management; Seed Science and Technology; Post-Harvest and Value Addition; Irrigation and Drainage Systems; Agricultural Biochemistry; Soil Science; Biometry; Microbiology and Entomology; Genetics; Agricultural Marketing; and Plant Breeding and Biotechnology.
- Attract and manage research grants.
- Participate in in-come generation projects
- Ability to innovate and facilitate service delivery.
- Participate in community engagement.

3 FACULTY OF COMMERCE

3.1 Department of Business Management

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

Entrepreneurship and Business Management

Qualifications and Experience

- Applicants should hold a Master's Degree passed with a Merit or better in Entrepreneurship, Management or related subject area and a Bachelor of Commerce/BSc Degree in Entrepreneurship, Business Management or Business Administration, passed with at least an upper second (2.1) or better.
- A relevant PhD would be a distinct advantage.
- Relevant teaching or industry experience is a prerequisite.

Duties and Responsibilities

- Lecturing at undergraduate subjects in the following areas: Principles of Management; Business and its Environment; Principles of Entrepreneurship; Production and Operations Management; strategic Management; Small Business Management; New Product Development and Venture Creation.
- Participating in community outreach activities.
- Participating in in-come generating activities.
- Conducting research.
- Innovation and production of goods and services.

3.2 Department of Business Management

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Supply Chain Management

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Supply Chain Management and a Bachelor of commerce Honours Degree in Supply Chain Management or related area, passed with at least an upper second class (2.1) and at least two years industry/lecturing experience.
- A relevant PhD will be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on subject areas of; Principles of Logistics and Transport; Supply Chain Risk Management; Customs Practice and Documentation; Passenger Cargo Management; Contract and Relationship Management; Global Sourcing; and Port Management and Shipping.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.3 Department of Business Management

Temporary Full-time (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Supply Chain Management

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Supply Chain Management and a Bachelor of Commerce Honours Degree in Supply Chain Management or related area, passed with at least an upper second class (2.1) and at least one year industrial/lecturing experience.
- A relevant PhD will be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on subject areas of; Principles of Logistics and Transport; Supply Chain Risk Management; Customs Practice and Documentation; Passenger Cargo Management; Contract and Relationship Management; Global Sourcing; and Port Management and Shipping.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.4 Department of Business Management

Lectureship/Senior Lectureship/Associate Professorship/Professorship (3 Posts)

Marketing

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Marketing/Marketing Strategy and a Bachelor of Commerce Honours degree in Marketing or related area, passed with at least an upper second class (2.1) and at least 2 years industrial/lecturing experience.
- A PhD in Marketing will be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on any of the following subject areas: Principles of Marketing; Retail and Merchandising Management; Agricultural Business Marketing; Marketing Consultancy; Digital Marketing; Sales Management; Services Marketing; Strategic Marketing Management; Corporate Governance and Business Ethics; Marketing Information Systems ; and Business to Business Marketing.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.5 Department of Business Management

Temporary Full-time (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Marketing/Marketing Strategy and a Bachelor of Commerce Honours degree in Marketing or related area, passed with at least an upper second class (2.1) and at least 1 year industrial/lecturing experience.
- A PhD in Marketing will be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on any of the following subject areas: Principles of Marketing; Retail and Merchandising Management; Agricultural Business Marketing; Marketing Consultancy; Digital Marketing; Sales Management; Services Marketing; Strategic Marketing Management; Corporate Governance and Business Ethics; Marketing Information Systems ; and Business to Business Marketing.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.6 Department of Accounting and Finance**Teaching Assistant (1 Post)****One year contract****Real Estate Management****Qualifications and Experience**

- Applicants must hold a Bachelor of Commerce Honours Degree in Real Estate Management 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 of undergraduate levels in the following Modules: Introduction to Real Estate, Real Estate Management, Building Construction, Real Estate Law, Land Economics, Rural and Urban Planning, Property Valuation, Project Planning and Management, Risk Management in Real Estate, International Real Estate Business Management and Real Estate Brokerage Management.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.7 Department of Accounting and Finance**Temporary Full-time (One year contract)****Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post)****Hospitality and Tourism****Qualifications and Experience**

- Applicants must hold a Master's Degree passed with a Merit or better in Hospitality and Tourism or related subject area, passed with at least an upper second class (2.1). A relevant PhD or industrial/teaching experience would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on the following subject areas: Rooms Division Management; Tourism Operation, Agritourism Operation; Regional and International Tourism ; Hunting and Safari Operation; Events Management; Hotel and Institutional Management; Tourism Transport and Logistics; Digital Tourism and Hospitality Marketing; Tourism and Hospitality Law; Hospitality Cost and Management Accounting
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research and production of goods and services.

3.8 Department of Accounting and Finance

Temporary Full-time Contract (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Banking and Finance

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Banking or Finance, Banking and Finance, Banking and Financial Economics, or related subject areas and a good Bachelor of Commerce Honours Degree in Banking or Finance, Banking and Risk Management, Banking and Financial Economics 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 relevant PhD would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on the following subject areas: Financial Risk Analysis and Management; Treasury Management; Financial Engineering and Modelling; International Banking; Investment Analysis and Portfolio Management, Banking Law and Practice, and Structured Finance.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.9 Department of Accounting and Finance

Temporary Full-time Contract (1 Year)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Banking and Finance

Qualifications and Experience

- Applicants must hold a Master's Degree passed with a Merit or better in Banking or Finance; Banking and Finance; Banking and Financial Economics, or related subject area and a good Bachelor of Commerce Honours Degree in Banking or Finance; Banking and Risk Management; Banking and Financial Economics 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 relevant PhD would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on the following subject areas: Financial Risk Analysis and Management; Treasury Management; Financial Engineering and Modelling; International Banking; Investment Analysis and Portfolio Management; Banking Law and Practice; Structured Finance and Financial Mathematics; Corporate Finance; Advanced Asset Pricing Theory; International Finance; Banking Information Systems; Development Finance; Bank lending and Credit Risk Management; Bank Regulation and Supervision; and Financial Risk Modelling.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.10 Department of Accounting and Finance

Temporary Full-time (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Economics

Qualifications and experience

- Applicants must hold a Master's Degree passed with a Merit or better in Economics or related subject area and a Bachelor of Science Honours Degree in Economics or related subject area passed with at least an upper second class (2.1).
- A relevant PhD or industrial/teaching experience would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on the following subject areas: Computer and Statistical Analysis; Research Methodology; Introduction to Econometrics; Managerial Economics; International Economics and Principles of Economics; Quantitative Methods; and Quantitative Analysis for Business.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.11 Department of Accounting and Finance

Temporary Full-time (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Accounting and Finance

Qualifications and experience

- Applicants must hold a Master's Degree passed with a Merit or better in Accounting or related subject area and a Bachelor of Commerce Honours Degree in Accounting 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 relevant PhD would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels in the following subject areas: Taxation; Financial Reporting; Advanced Auditing; Public Sector Accounting; Accounting Packages and Information Systems; Management Accounting; Financial Accounting IIB; Advanced Financial Accounting; Financial Accounting ; and Hospitality Cost and Management Accounting.
- Participating in community outreach activities
- Participation in in-come generating projects.
- Conducting research.
- Production of goods and services.

3.12 Department of Accounting and Finance

Temporary Full-time (One year contract)

Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)

Real Estate Management

Qualifications and experience

- Applicants must hold a Master's Degree passed with a Merit or better in Real Estate Management or related subject area and a Bachelor of Commerce Honours Degree in Real Estate Management; Property Development and Estate Management; Property Valuation and Management; Rural and Urban Planning or related subject area passed with at least an upper second class (2.1).
- A relevant PhD or industrial/teaching experience would be a distinct advantage.

Duties and Responsibilities

- Lecturing at undergraduate levels on the following subject areas: Property Valuation; International Real Estate Business Management; Real Estate Investment; Agricultural Law and Valuation; Land Economics; Rural and urban Planning; Building Systems and Services; Building Construction; Geographical Information Systems; Professional Practice; Real Estate Law and Property Evaluation.
- Participating in community outreach activities
- Participation in income generating projects.
- Conducting research.
- Production of goods and services.

3.13 Department of Accounting and Finance

Technician (1 Post)

Hospitality and Tourism

Qualifications and experience

- Applicants must hold a Higher National Diploma in Culinary Arts or any other related field.

Duties and Responsibilities

- The applicant must be able to conduct practical lessons and demonstrations at the undergraduate level in the following modules: Food Preparation; Food and Beverage Production; Food and Beverage Service.
- Participating in community outreach activities
- Participation in in-come generating projects.
- 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
Human Resources Section
Lupane State University
P O Box 170

Lupane

The closing date for the receipt of applications is **Friday 09 February 2024. Only shortlisted candidates will be contacted.**