



VACANCY NOTICE

Applications are invited for the following position that has arisen in the University:

VICE-CHANCELLOR'S OFFICE

Assistant to the Vice-Chancellor (1 Post)

PREFERRED QUALIFICATIONS

- Degree in Data Analytics or Business Intelligence or Monitoring & Evaluation or related disciplines,
- A PhD is an added advantage.
- Eight (8) years or more of directly related experience in a higher education setting or similar environment.
- Strong written and verbal communication, interpersonal, and customer-service skills.
- Willingness and ability to promote a positive work environment.
- Forward thinking to actively seek opportunities and propose solutions.
- Ability to exercise good judgement and discretion in handling confidential materials and matters.

RESPONSIBILITIES

- Monitoring of the implementation of key University Committees' resolutions.
- Planning, developing, and implementing strategies for community engagements.
- Periodical reviewing of the University's website content.
- Operational management of the University annual planning cycle, including delivery of the Student Recruitment Planning process.
- Oversight of institutional statistical returns for ZIMCHE and other external agencies.
- Maintaining relationships with external bodies such as AAU, SARUA and RUFORUM.
- Supporting the development and monitoring of University strategies.
- Development and monitoring of the University's performance framework and associated metrics.
- Facilitation and delivery of standard data sets and Management Information to support institutional decision making.
- Monitoring whether Key Performance Indicators are being met and monitor staff performance using instruments such as dashboards.
- Development of business process improvement capability.
- Building confidence in management information reports through communication and training.

APPLICATIONS

Interested and qualified persons should submit six (6) sets each consisting of the application letter, certified copies of educational and professional certificates and Curriculum Vitae giving full personal details including full names, place and dates of birth, qualifications, experience, present salary, date of availability and names, email addresses and telephone numbers of at least three referees. Applications should be addressed and either hand-delivered or posted to:-

The Senior Assistant Registrar or
Human Resources Section
Lupane State University
1st Floor Faculty of Agricultural Sciences Building
Lupane Main Campus
P O Box 170
LUPANE

The Senior Assistant Registrar
Human Resources Section
Lupane State University
3rd Floor CBZ Building
Cnr 10th Avenue/Fife Street
P.O. Box AC 255, Ascot
BULAWAYO

Applications that do not comply with the requirements will be disqualified. The closing date for the receipt of applications is **Friday, 02 November 2018**. Please note that only short-listed candidates will be contacted.