



# Lupane State University

*Building Communities through Knowledge*

## VACANCY NOTICE

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

### **1. REGISTRAR'S DEPARTMENT**

#### **1.1 Deputy Registrar, Academic Affairs (1 Post)**

Applicants must have a relevant Masters Degree plus six (6) years relevant post qualification experience in University academic administration at a senior management position. The applicant should have knowledge of the operations of University Academic Committees, have excellent communication and interpersonal skills and an in-depth knowledge of student administration, examination and graduation processes.

#### **Duties and Responsibilities**

In consultation with the Registrar, the incumbent shall be responsible for, but not limited to the following:

- Developing and maintaining appropriate University rules and regulations on student admissions, registrations, student records management, assessment and examination processes;
- Developing and managing the departmental operational budget;
- Planning and compiling academic timetables and general prospectus;
- Supervising student admissions, registration and examination processes;
- Ensuring the proper function of the University's Academic Committees;
- Assisting in planning and arranging of all academic ceremonies of the University;
- Implementing of academic administrative policies and regulations in accordance with University's broad strategy and the Ministry of Higher and Tertiary Education Science and Technology Development Education 5.0 model;
- Carrying out any other duties as assigned by the Registrar from time to time.

#### **Conditions of Service**

An attractive package is offered and details will be made available to shortlisted candidates.

**Applicants who responded to our previous advertisement need not re-apply.**

#### **1.2 Human Resources Section, Main Campus in Lupane Senior Secretary (1 Post)**

#### **Qualifications:**

- A National Diploma in Secretarial Studies or its equivalent.
- At least three (3) years relevant experience.
- Five (5) Ordinary Level passes including English Language.
- Computer literacy.

**Applicants who responded to our previous advertisement need not re-apply.**

**Duties and responsibilities**

- Keeping the Supervisor’s diary.
- Making appointments and bookings for the Supervisor.
- Attending to incoming and outgoing telephone calls.
- Attending visitors and screening them.
- Receiving papers for meetings and preparing files for the meetings.
- Making arrangements for meeting venues.
- Typing of documents.
- Filing and record keeping
- Handling and sorting mail.
- Taking minutes.
- Photocopying and printing documents for the office.
- Bringing to the attention of seniors any observed irregularities.
- Performing any other duties as assigned from time to time.

**1.2.1 Secretary (1 Post)**

**Qualifications:**

- A National Diploma in Secretarial Studies or its equivalent.
- At least three (3) years’ experience.
- Five (5) Ordinary Level passes including English Language.
- Computer literacy.

**Duties and responsibilities**

- Receiving papers for meetings and preparing files for the meetings.
- Making arrangements for meeting venues.
- Typing of documents.
- Filing and record keeping
- Handling and sorting mail.
- Taking minutes.
- Photocopying and printing documents for the office.
- Bringing to the attention of seniors any observed irregularities.
- Performing any other duties as assigned from time to time.

**2. FACULTY OF AGRICULTURAL SCIENCES  
Department of Crop and Soil Sciences**

**2.1 Agronomy/Crop Science**

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

#### **Qualifications**

A minimum of a Masters Degree in Crop Science with a merit or better and a Bachelors Honours Degree in Agronomy or Crop Science with a grade of 2.1 or better; with considerable teaching and research experience and a proven record of publications in refereed scientific journals. A PhD in Agronomy, Crop Protection and Crop Physiology will be an added advantage.

#### **Duties and Responsibilities**

- Supervise Post-graduate and undergraduate students' research projects;
- Teach modules in at least three of the following areas: Crop Physiology, Weed Ecology, Plant Pathology, Plant or Crop Ecology;
- Attract and manage research grants;
- Participating in outreach activities in the crop production sector;
- Participation in income generation;
- Ability to innovate and facilitate service delivery.

### **2.2 Food and Agricultural Products Processing**

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

#### **Qualifications**

A minimum of a Masters' Degree in Food Science and Nutrition, Food Engineering and Technology is required and a Bachelors Honours Degree in Food Science and Nutrition, Food Engineering and Technology with a grade 2.1 or better. A PhD in Food Science and Nutrition or related field is an added advantage.

#### **Duties and Responsibilities**

- Supervise students' research projects;
- Teach at least three modules in at least three of the following areas: Food Microbiology, Food Biotechnology, Total Quality Management, Product Health and Food Safety, Environmental Management in Food Science and Nutrition and Public Health;
- Attract and manage research grants;
- Participating in outreach activities in the crop production sector;
- Participation in income generation;
- Ability to innovate and facilitate service delivery.

### **2.3. Agricultural Economics Post 1**

#### **Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 post)**

#### **Qualifications**

A minimum of a Masters Degree in Agricultural Economics, Agribusiness, Economics with a merit or better or related field and a Bachelors Honours Degree in Agricultural Economics, Agribusiness, Economics or related field, with a grade of 2.1 or better; with considerable teaching and research experience and a proven record of publications in

refereed scientific journals. A PhD in Agricultural Economics, Agribusiness, and Economics will be an added advantage.

#### **Duties and Responsibilities**

- Supervise Post-graduate and undergraduate students' research projects;
- Teach modules in at least three of the following areas: Farm Management; Agricultural Price Analysis, Intermediate Microeconomics, Econometrics and Agricultural Trade and Commodity Policy;
- Attract and manage research grants;
- Participating in outreach activities in the crop production sector;
- Participation in income generation;
- Ability to innovate and facilitate service delivery.

### **2.4 Agricultural Economics Post 2 Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 post)**

#### **Qualifications**

A minimum of a Masters Degree in Applied Entrepreneurship, Agribusiness, with a merit or better or related field and a Bachelors Honours Degree in Applied Entrepreneurship, Agribusiness, or related field, with a grade of 2.1 or better; with considerable teaching and research experience and a proven record of publications in refereed scientific journals. A PhD in Applied Entrepreneurship, Agribusiness, will be an added advantage.

#### **Duties and Responsibilities**

- Supervise Post-graduate and undergraduate students' research projects;
- Teach modules in at least three of the following areas: Entrepreneurship, Agribusiness Management, Business Ethics & Corporate Governance, Risk Management for Agribusiness, Agricultural Value Chain Management;
- Ability to attract and manage research grants;
- Participating in outreach activities in the crop production sector;
- Participation in income generation;
- Ability to innovate and facilitate service delivery.

#### **Personal Attributes**

*The Faculty of Agricultural Sciences places high priority on individuals who can work well in a team environment. Candidates should possess good communication and interpersonal skills. A good command of both oral and written English is essential. Candidates must also be;*

- *Able to contribute significantly to the teaching, research and curriculum development.*
- *Able to facilitate student centred learning.*

## **3. FACULTY OF COMMERCE**

### **3.1 Department of Business Management (Marketing Management)**

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

### **Qualifications and Experience**

Applicants must hold a Master's degree in Marketing Management and a Bachelor of Commerce/BSc Honours Degree in Marketing, passed with at least an upper second class (2.1). A PhD in Marketing and relevant teaching/industry experience would be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels on subject areas of: Marketing Communication; Business to Business Marketing, Consumer Buyer Behaviour, Marketing Information Systems and International Marketing;
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services.

## **3.2 Department of Accounting and Finance**

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

### **Qualifications and Experience**

Applicants must hold a Master's Degree in Finance, Finance and Investments, Banking and Finance or related 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 relevant PhD and industrial/teaching experience would be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels on the following subject areas: Financial Mathematics, Corporate Finance, International Finance, Public Finance, Financial Management, Advanced Asset Pricing Theory, Risk Analysis and Management, Investment Analysis and Portfolio Management.
- Participating in community outreach activities
- Participating in income generating activities
- Conducting research
- Production of goods and services.

## **4. VICE-CHANCELLORS OFFICE**

### **Physical Planning, Works and Estates**

### **4.1 Motor Mechanic (Diesel and Petrol) (1 Post)**

### **Qualifications**

- Journeyman Class 1
- At least 5 years hands on experience (Diesel and petrol vehicles)

### **Duties and Responsibilities**

- Inspect vehicles and related equipment to determine necessary overhaul or repair;

- Perform general overhaul or repair work;
- Diagnose, repair and maintain hydraulic systems;
- Perform preventive maintenance work on vehicles including lubrication and oil changes;
- Any other mechanical duties as assigned by the Supervisor.

#### **4.2 Senior Electrical Technician (1 Post)**

##### **Qualifications**

- Skilled Worker Class 1
- Minimum of five (5) years hands-on experience
- Working in a large construction project would be an added advantage

##### **Duties and Responsibilities**

- Electrical Installation from first fix to final fix;
- Assist the Director with the monitoring of electrical sub-contractors;
- Interpretation of electrical drawings;
- Assist the Director with all electrical quantification and related material purchases;
- Any other electrical duties as assigned by the Supervisor.

#### **5. Student Affairs Division Accommodation and Catering Services Section Canteen Cook (1 Post)**

##### **Qualifications**

- Minimum of 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.

### **APPLICATIONS**

Interested and qualified persons should submit six (6) sets of applications each consisting 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, professional certificates and transcripts, certified copies of birth certificate and National Identity

Card. Applications should be sent through post or hand delivered to any of the following addresses:-

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

Senior Assistant Registrar  
Human Resources Section  
Lupane State University  
2<sup>nd</sup> Floor CBZ Building  
Cnr 10<sup>th</sup> Avenue/Fife Street  
P.O. Box AC 255, Ascot  
**BULAWAYO**

Applicants are encouraged to **send soft copies of applications in pdf format to:** [erecruitment@lsu.ac.zw](mailto:erecruitment@lsu.ac.zw). Documents should be arranged in the order indicated above and state the post being applied for in the subject line.

The closing date for the receipt of applications is 12 April 2021. **Only shortlisted candidates will be contacted.**