

Lupane State University

Building Communities through Knowledge

VACANCY NOTICE – PRO-VICE-CHANCELLOR

Applications are invited from suitably qualified and experienced persons to fill the post of Pro-Vice-Chancellor at the Lupane State University. The Pro-Vice-Chancellor shall assist the Vice-Chancellor in the performance of his/her functions and, in addition, shall have such functions as may be specified in the University Statutes.

PURPOSE OF THE JOB

To provide leadership and the co-ordination of teaching, research, community engagement, innovation and the production of goods and services, including policy formulation and development and the maintenance of standards as well as other delegated administrative functions.

KEY DUTIES & RESPONSIBILITIES

In line with the relevant laws and statutes, the Pro-Vice-Chancellor shall:-

- Assist the Vice-Chancellor in the performance of his or her functions and in that regard be responsible for the Academic Affairs of the University and other delegated administrative functions.
- Deputise the Vice-Chancellor.
- Initiate, obtain approval of and promote policies, plans and programmes that enhance the academic, administrative and professional excellence of the University.
- Oversee the development, implementation and review of the policy framework for monitoring the quality, standards and management of the University's academic programmes.
- Establish systems for the planning, development and review of undergraduate, postgraduate, research programmes and any other academic programmes of the University.
- Oversee the selection and admission of students.
- Initiate and coordinate the development and review of curricula for academic programmes offered at the University.
- Monitor compliance in setting and marking all examinations in accordance with the established regulations.
- Establish systems for students' timely completion of academic programmes.
- Promote partnerships and networking for academic growth and development in the University.
- Facilitate community/civic and industry engagement, including development of partnerships with business and industry and other stakeholders.
- Oversee the translation of university research outputs and innovations into goods and services.
- Perform such other functions that may be delegated to him or her by the Vice-Chancellor or assigned by the University Council.

KEY OUTPUTS

- Comprehensive and sound academic and administrative policies, plans and programmes developed and implemented.
- Framework for monitoring quality, standards and management of academic programmes developed and implemented.
- Undergraduate, postgraduate, research programmes and other academic programmes of the University planned, developed, implemented, reviewed and continuously improved.
- Students admitted on merit and in accordance with existing regulations.
- Regulations for setting and marking examinations adhered to.
- Distinguished scholars recruited and retained and suitable External Examiners appointed.
- Research projects carried out successfully and translation of research outputs into goods and services made.
- Implementation of Education 5.0 Model, that is, teaching, research, community engagement, innovation, and production of goods and services.

PERSON SPECIFICATIONS

Academic Qualifications, Experience, Skills & Competencies

- Should possess an earned PhD from a recognised University/Institution.
- Should have at least ten (10) years of proven experience in teaching, research, leadership and administration, five (5) of which should have been at least at the rank of Dean of Faculty or equivalent in a reputable institution.
- Should demonstrate academic leadership through publication and research output.
- Have an understanding of the relevant legal framework for management of higher education in Zimbabwe.
- Should have good leadership, communication, negotiation and people management skills.
- Corporate Membership of a Professional Body in one's area of expertise will be an added advantage.

MODE OF APPLICATION

Applicants are required to send one set of their application in pdf format to the registrar@lsu.ac.zw. The applications must include certified copies of certificates (birth and academic certificates), and a Curriculum Vitae giving full personal particulars including full name, place and date of birth, qualifications, experience, present salary, date of availability, contact details, names and email addresses of three contactable referees addressed to:-

The Chairman of Council
c/o the Registrar
Lupane State University
P O Box AC 255
Ascot
Bulawayo

The closing date for receipt of applications is 3 May 2021. **Please note that only shortlisted candidates will be contacted.**