



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

1.1 **Director of Physical Planning, Works and Estates (1 Post)**

Reporting to the Vice-Chancellor, the incumbent will be responsible for developing and overseeing the implementation of the University's Campus Development and Maintenance Plans. The successful candidate will be appointed on a fixed-term performance-based contract for a maximum period of four (4) years.

Qualifications and Experience

- Master's degree in Civil Engineering or Mechanical Engineering or Electrical Engineering, Public Infrastructure Management or Project Planning from a recognised University.
- BSc Honours degree in Civil Engineering or Mechanical Engineering or Electrical Engineering from a recognised University.
- Must be a registered Engineer with the Zimbabwe Institution of Engineers and be registered with Engineering Council of Zimbabwe.
- A Post Graduate qualification in Project Planning and Management is added advantage.
- A minimum of 5 years relevant working experience at senior level in a reputable organisation.

Duties and Responsibilities

- Oversee custody and maintenance of University Real Estate and Developments.
- Provide professional technical support to stake holders in line with the University Strategic Plan.
- Develop work targets for the Physical Planning, Works and Estates Department in accordance with Strategic Plan.
- Produce reports to the Vice-Chancellor on the activities of Physical Planning, Works and Estates Directorate.
- Plan, budget and account for resources for the Directorate.
- Provide Secretarial services to the Campus Development Committee.
- Supervise maintenance and upkeep of university buildings and equipment.
- Supervise capital projects in the university.
- Co-ordinate the execution of Works (Civil, Mechanical and Electrical).
- Manage and plan the University's transport system.
- Supervise and appraise staff.

Competencies

- Strong leadership and interpersonal skills.
- Good communication skills.

- Computer literacy, word processing, spread sheet and database-computer software packages.
- Knowledge in project management, strategic planning and budgeting.

1.2 **Director of Planning, Monitoring and Evaluation (1 Post)**

Reporting to the Vice-Chancellor, the incumbent will be responsible for coordinating a seamless/mainstreamed planning and performance management function of the University resulting in the attainment of the University's vision, mission, mandate and strategic goals. The successful candidate will be appointed on a fixed-term performance-based contract for a maximum period of four (4) years.

Qualifications and Experience

- Master's degree in economics, international development, management, biostatistics or a related field.
- 5-10 years of experience developing and implementing M&E systems.
- Experience using SPSS, STATA, qualitative data analysis (QDA) software (e.g., NVivo), and ArcGIS or similar is preferred.
- Demonstrated ability to work with large quantities of data and convert it into understandable results.
- High level of proficiency in Microsoft Suite (e.g., Word, Excel, PowerPoint) and a familiarity with project management software.
- Experience developing and managing relational databases (e.g., MySQL) and proficiency using cloud computing services (e.g., Amazon Web Services) is preferred.
- Ability to develop and maintain effective relationships with internal and external staff and stakeholders.
- Strong knowledge of data quality assurance, analysis, and reporting.

Duties and Responsibilities

- Lead all operations in the strategic and annual planning process.
- Prepare and send reconciled university-wide plans and performance reports to pertinent stakeholders.
- Facilitate the integration of operational and strategic plans and their budget allotments both at university and working unit levels.
- Direct regular monitoring and evaluation tasks.
- Direct the smooth making and use of policies, standards, and procedures for planning and reporting mechanisms, throughout the university working units.
- Lead initiatives towards periodical review of the University's progress.
- Interact with different bodies to enhance joint priority setting, planning, implementation, reviewing, monitoring and evaluation.
- Support sections and units in their efforts to plan and review their activities, and to monitor and evaluate performances.
- Consolidate and submit performance reports to concerned bodies on quarterly basis.
- Initiate and lead the development of documents and their publications on new standards, reporting policies and procedures, and ensure that these documents are updated as and when appropriate.
- Develop and regularly review performance management framework as aligned to the national performance management guidelines and appraisal system, including performance indicators, targets, standards and weights.

- Co-ordinate the drafting of the University Council performance targets and weights for performance indicators, and prepare a performance contract for the University.
- Coordinate the implementation of performance contracting and annual work plans.
- Co-ordinate the mainstreaming of the performance contracting system including preparation of performance annual and quarterly reports for the University.
- Compile and coordinate the announcement of performance evaluation results.
- Co-ordinate the development, implementation and review of University Strategic Plan, the Master Plan and all University policies.
- Prepare Bi-annual Rolling Plans for the University's Strategic Plan and the Master Plan.
- Co-ordinate the development and Review of University Customers Service Charter, and monitor its implementation;
- Co-ordinate the monitoring and evaluation of University programs and projects.
- Provide a base from which progress can be measured and establish a mechanism for informed change when needed.
- Ensure the establishment of realistic goals and objectives consistent with the mission of the university in a defined time frame within the existing capacity for its implementation in all working units.
- Monitoring and measuring delivery of strategies, implementations and reporting on progress.

Competencies

- Project management.
- Survey development.
- Qualitative data collection.
- Presentation skills.
- Communication.
- Data analysis and reporting.
- Research methodology.
- Collaboration.
- Strategic planning.
- Data visualisation.
- Professionalism.

1.3 Director of Marketing and Public Relations (1 Post)

(Re-advertisement, previous applicants need not apply)

The Director of Marketing and Public Relations is a four (4) year fixed-term and performance-based contract position that reports to the Vice-Chancellor. This position provides day-to-day management of the University's marketing and public relations activities. The Director acts as the University's spokesperson for print, television, and radio news media while serving as the University's Public Information Officer. This position leads the marketing effort for all areas of the University and in support of the University's goals and needs. The Director coordinates and collaborates with volunteer teams and outsourced support and provides a unified and consistent message throughout the University.

Qualifications and Experience

- Applicants must have at least a Master's Degree in Marketing/English or Communication Studies or related area, and a Bachelor's Degree in Marketing/English or Communication Studies from a recognised Institution.

- Minimum of five years of marketing/communications experience, three of which should be at supervisory level.
- Experience in developing a marketing plan (including themes, identification of target audiences, and media selection) that help advance the goals of the University.
- Web content management experience.
- Proven ability to deal effectively, cooperatively, confidentially, and tactfully with internal and external stakeholders.
- Excellent verbal and written communication skills.
- Proficiency in MS Word, Excel, and PowerPoint.
- Ability to perform responsibilities in a timely and efficient manner as well as be reliable, resourceful, tactful, self-starting, flexible, and cooperative.
- Good comfort level with public speaking and serving as the university's representative at public and private events.
- Demonstrated experience with marketing photography.
- Public relations experience.
- Experience with brand development.
- Proficiency with WordPress.
- Graphic Design – Strong knowledge and use of the Adobe Creative Suite (Photoshop, Illustrator, InDesign).
- Marketing experience in a higher education setting.
- Social media marketing and advertising experience.
- Membership of a recognised professional board such as the Marketers Association of Zimbabwe or the Zimbabwe Institute of Public Relations, and experience in a university environment is an added advantage.

Duties and Responsibilities

- Maintains professionalism in appearance and communications and presents a favourable image of the University at all times.
- Is pro-active in maintaining positive, effective, cooperative, and professional relationships with team members internally and externally.
- Develops, implements, and evaluates the University's strategic marketing plan and targeted enrolment initiatives, using data and input from the University, community, partner stakeholders, peer institutions and higher education research.
- Works closely with Deans and other education programming coordinators to find high-impact promotion solutions to achieve enrolment goals.
- Co-ordinates and supervises all media relations for the University to ensure accurate and timely coverage of University events and news, utilising newspaper, radio, television, and social media.
- Serves as lead media spokesperson for the University.
- Represents and acts on the Vice-Chancellor's behalf to the media when appropriate.
- Writes press releases, articles, announcements, presentations, profiles and stories highlighting students and programs that support University and campus communications and meet the University's outreach efforts.
- Co-ordinates and directs all University marketing and community activities to best represent the University to a variety of audiences in an effort to increase student enrolment.
- Monitors, maintains, and continually improves the University website and social media communications in support of Lupane State University's marketing goals.
- Works with the Bursar's department to develop and administer the annual marketing budget; analyses and reviews budgetary and financial data; controls

and authorises expenditures in accordance with established resources and limitations.

- Negotiates advertising contracts.
- Co-ordinates and collaborates with outsourced resources to manage marketing and communications goals and objectives to include graphic design, banner advertising, digital signage, billboard advertising and all other internal and external communications.
- Co-ordinates the photography and video needs and other relevant activities for special University events.
- Responds to media requests for information and develops positive and productive relationships with media contacts.
- Provides direct supervision and evaluation of assigned staff.
- Leads and directs teams of volunteers to include (but not limited to) a design committee, social media committee, web content management team, University internal newsletter committee, and a photography team.
- Protects the University's graphic standards, including the use of the University logo.
- Takes advantage of professional development opportunities to stay current with web and social media trends and best practices.
- Performs other job-related duties and projects as assigned in support of the University's mission, core values and goals.
- Any other duties as assigned by the Vice-Chancellor.

2. **FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

Dean of Faculty (1 Post)

The Dean plays a pivotal role in the University's Senior Management structure, providing overall leadership and management functions to the Faculty which includes administration and management of the Faculty's finances. The Dean will also be responsible for all Faculty Planning and control in specific areas of human resources, budgeting, academic programmes, Faculty equipment and other Faculty matters. The successful candidate will be appointed on a fixed term performance-based contract for a maximum period of four (4) years. The Dean shall report and be responsible to the Vice-Chancellor.

Qualifications and experience

- A minimum qualification of a PhD in either in Social Sciences, Humanities or any related area,
- An excellent academic record and be a scholar of note with credibility among his/her peers.
- Attainment of Professorship would be an added advantage.
- At least five years' experience in a university or, administration as Dean of a Faculty, Deputy Dean, Chairperson of a Department, Principal or Director in a University is required.
- A strong track record in Teaching, Research, Community Engagement, Innovation Industrialisation and Resource Mobilisation.
- Demonstrable and proven leadership skills and experience of working with a broad range of relevant stakeholders.
- Demonstrate and proven experience with managing diversity and thriving in an international and multicultural environment.
- Strong interpersonal and communication skills.

Duties and Responsibilities

- Provide strategic leadership with a vision, academic excellence through University teaching, research, community engagement, innovation and industrialisation (Education 5.0) and insight for the Faculty of Humanities and Social Sciences.
- Managing, monitoring, developing and evaluating academic programmes leading towards transformational review and renewal.
- Provide academic and administrative leadership to the Faculty, including all Faculty planning and budgeting.
- Implementing the policies and objectives of the University and the Faculty through the development and delivery of sound and innovative programmes, the promotion of excellence in teaching and research for the Faculty through partnerships and linkages with other Universities as well as other organisations.
- Provide leadership in coming up with specialised methods of effective online teaching for the different Faculty disciplines.
- Developing a sense of community for the Faculty, students and support staff;
- Developing collaborations and strategic partnerships with Faculty alumni, institutions, corporations and government agencies in liaison with University administration.
- Implementing programmes and projects in accordance with the University administration.
- Quality Assurance of the Faculty activities.
- Fostering and maintaining a comprehensive and conducive learning environment in the Faculty.
- Mobilising resources (human and financial) for the Faculty.
- Participating where relevant in Academic Meetings such as Senate, Faculty and Departmental Boards.
- Serve as a link facilitating amongst students, staff, Head of Departments, Directors and the University Management.
- Leading and co-ordinating the governance of the Faculty reflecting the interdisciplinary nature of academic programmes.
- Developing, leading and encouraging resource mobilisation in support of the Faculty's goals; and performing such other functions as may be prescribed by the Vice-Chancellor.

3. REGISTRAR'S DEPARTMENT

Deputy Registrar, Human Resources and Administration (1 Post)

Reporting to the Registrar, the incumbent should have a deep understanding and knowledge of human resources and university operations. The successful candidate must be mature, hardworking, reliable and prepared to work over and above the call of duty. In addition, the candidate must possess excellent interpersonal and communication skills.

Qualifications and Experience

- A Bachelor's degree in Human Resource Management, Industrial/Organisational Psychology, Employment Relations.
- A Master's degree in Human Resource Management, Industrial Psychology, Strategic Management, Business Administration (MBA).
- A professional certification in Human Resource Management, such as an IPMZ Diploma or its equivalent.

In addition, the ideal candidate should have:

- At least six years of post-Masters degree work experience.
- Proven senior administrative experience in human resources management.

- A track record of success in a large, reputable organisation (preferably in the education sector).

Duties and Responsibilities

- Developing and implementing Human Resources strategies and initiatives aligned with overall University's strategic plan.
- Coordinating the development and management of the Human Resources Management Information System (HRMIS).
- Supporting current and future University needs through the development, motivation and retention of the human resource.
- Ensuring legal compliance to all Human Resource matters.
- Review and advance the Human Resources strategy in accordance with University's broad strategy and the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development Education 5.0 model.
- Institute cost effective and integrated Human Resource models, processes and systems;
- Provide leadership in the development and review of relevant policies and strategies within the Human Resources domain.
- Provide strategic guidance in respect of Organisational Development and Human Capital Management that are appropriate to the University's environment.
- Promote and enhance transformation of the University's employee profiles and employment brand.
- Facilitating the University's performance management and promotion systems.
- Ensuring implementation of all regulatory frameworks pertaining to labour regulations and proposing changes to policies in line with changing labour legislations.
- Supporting the training function of the University and developing employee training programmes.
- Carrying out surveys of conditions of service in comparable institutions.
- Promote sound and robust employment relationships and strengthen rapport with all stakeholders.
- Assisting in planning and arranging events such as graduations and anniversaries.
- Ensure proper Occupational Health and Safety policies and procedures are in place in accordance with relevant legislation.
- Ensuring that the University is in compliance with all regulatory frameworks pertaining to labour regulations and that Heads of Departments are kept up to date with changing labour legislations.
- Handling all matters related to staff discipline and industrial relations.
- Leading and directing the Human Resource team to deliver a comprehensive Human Resource service to the University.
- Carrying out any other duties as assigned by the Registrar from time to time.

CONDITIONS OF SERVICE

An attractive package which includes Medical Aid, Leave and Pension Benefits is offered, details of which will be disclosed to shortlisted candidates only.

APPLICATION PROCEDURE

All applications will be treated in strictest confidence. Applications, which should include a Curriculum Vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and names, addresses (including email) and telephone numbers of three contactable referees and copies of certificates must be emailed to the registrar@lsu.ac.zw in a **single continuous PDF file** clearly indicating the position being applied for in the subject line.

The Application letter should be addressed to:

The Registrar
Lupane State University
P O Box 170
Lupane

The closing date for the receipt of applications is **Friday, 14 March 2025**. Only shortlisted candidates will be contacted.