



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

1. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

1.1 Department of Languages

Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post)
Film, Television and Radio Studies

Qualifications

Applicants must hold a Master's Degree in Film/Film and Television Studies/Visual Culture/Editing/Cinematography/Media and Performing Arts or cognate discipline, passed with a Merit or better, and a Bachelor's Degree passed at grade 2.1 in Film and Theatre Arts with considerable practical experience in content production, teaching, research and a proven record of publications in referred scientific journals. A PhD in Film or related field will be a distinct advantage.

Duties and Responsibilities

- Supervise Post-graduate and undergraduate students' research projects;
- Teach the following modules: Radio Production, Television Production, News Broadcasting and Production Design;
- Attract and manage research grants;
- Participation in reach activities for television and radio content production;
- Participation in income generation projects;
- Innovate and facilitate service delivery.

1.2 Department of Languages

Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post)
Communication and Media Studies

Qualifications

Applicants must hold a Master's Degree in Journalism, Media Studies, Communication ~Studies or related fields passed with Merit or better, and a bachelors Honours Degree in Journalism, Media Studies, communication Studies or related fields passed at grade 2.1 or better with a track record of teaching, research and publications in refereed scientific journals. A PhD in Communication, Media studies or related discipline will be a distinct advantage.

Duties and Responsibilities

- Supervise students' research projects;

- Teach modules with greater emphasis on digital technologies and their application in the media and communication industries, Writing and Editing for all Media, Strategic Communication, Criticism and the Media and Sociology of News Production;
- Attract and manage research grants;
- Participation in outreach activities within the communication services sector;
- Participation in income generation projects;
- Innovate and facilitate service delivery.

2. FACULTY OF COMMERCE

2.1 Department of Business Management

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

Qualifications

Applicants must hold a good Master's degree in Supply Chain Management, a Bachelor of Commerce Honours Degree in Supply Chain Management or related area, passed with at least an upper second class (2.1). A PhD in Procurement would be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate levels on subject areas of: Principles of Logistics and Transport, Supply Chain Risk Management, Customs Practice and Documentation, Passenger Cargo Management, Contract Management, International Supply Chain Management, Projects in Supply Chain Management and Global Sourcing.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Production of goods and services.

3. VICE-CHANCELLOR'S DEPARTMENT

3.1 Information and Communication Technology Services

Director of Information and Communication Technology Services (1 Post)

Qualifications and Experience

Applicants should have a Master's Degree in Computer Science, Information Systems, Computer Engineering or equivalent and a first degree in the related field; a PhD will be an added advantage. The applicant should have thorough knowledge of designing enterprise ICT infrastructure and developing information systems for a diverse academic and administrative community plus at least six (6) years' experience at managerial/senior level.

Duties and Responsibilities

- Designing and implementing Information Systems of diverse protocols and platforms to support Education 5.0 and other administrative needs;

- Interpreting ICT needs for the whole University and developing functional or departmental ICT strategy aligned to the University-wide strategic plan;
- Leading the designing of relevant ICT courses for academic staff, administrative staff and students;
- Directing, assigning, coordinating, reviewing and evaluating the work of IT staff for maximum productivity;
- Working effectively with superiors and subordinates, information systems managers, staff, students and partners in managing the University's technology resources and support facilities, local, wide, wireless, internet, cloud and intranet networks, telephone and all related software programmes;
- Gathering and analysing data, drawing sound conclusions, preparing clear, concise written reports, and making effective verbal presentations; and
- Performing other duties including vendor management, workforce planning, budget planning and management, project management and resource management.

Skills and Competencies

- Extensive working knowledge of MS Windows Server.
- Good communication, presentation and leadership skills.
- Knowledge of Network Resources Sharing and Security, Server, Firewall, Active Directory and Proxy Configurations.
- Understanding of the regulations that apply to installations, repairs and maintenance of ICT systems and appliances in Zimbabwe.

Conditions of Service

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

4. REGISTRAR'S DEPARTMENT

4.1 Examinations Officer (1 Post)

Qualifications

A relevant Master's degree or equivalent plus three (3) years relevant experience or a relevant first degree or equivalent plus five (5) years post qualification experience.

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Duties and responsibilities

- Coordinate the preparations of examinations;
- Oversee the conduct of examinations and security of question papers and scripts;
- Disseminate information to staff and students to ensure that they are aware of and comply with examination procedures and regulation;
- Coordinate production of Course Outlines, Question Papers and marking Guides by Departments to facilitate the external examination process;
- Liaise with External Examiners and arrange for their attendance and accommodation;
- Performs other job related duties as required by the supervisor.

5. LIBRARY DEPARTMENT

5.1 Chief Secretary (1 Post)

Qualifications

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

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 arrangement for meeting venues.
- Typing of documents.

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 closing date for the receipt of applications is **Friday 20 May 2022**. **Only shortlisted candidates will be contacted.**