



**Lupane State University**

*Building Communities through Knowledge*

## **Vacancy Notice**

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

### **Registrar's Department**

**Assistant Registrar/Senior Assistant Registrar, Human Resources (1 Post)**

#### **Qualifications**

- An Honours Degree in Human Resources Management, Behavioural Sciences or equivalent preferably passed with a 2.1 degree classification.
- At least five (5) years post qualification working experience.
- Proven working experience of managing the complete human resources value chain in a University setting at Human Resources Administrator/Officer level.
- A relevant Master's Degree plus two (2) years post qualification experience is an added advantage.
- An IPMZ Diploma is an added advantage.
- Working knowledge of the Labour Act and related statutes and regulations.

#### **Duties and responsibilities**

- Plans and facilitates recruitment, performance management, employee relations, disciplinary procedures, terminations, employee reward, compensation and benefits system, ensuring that these comply with the University's policies;
- Recommends and executes human resources policies, procedures, initiatives and systems that comply with the University's Strategic Plan and the legislative requirements;
- Develops tools to ensure legal obligations relating to human resources are maintained and updated timeously;
- Conducts instruction for staff members about administrative and human resources procedures and resolves and answers human resources related issues;
- Ensures proper staffing plan is in place and job descriptions for current or new positions are updated and recorded appropriately;
- Maintains an up to date and efficient human resources information and record keeping system and prepare report as may be required by the Registrar.
- Manages human resources audits and liases with auditors.
- Supervises and coaches human resources staff.
- Provides data input for the processing of employee salaries and benefits.

#### **Skills and attributes**

- Good organisational skills, time management, problem solving and decision making aptitude.

- Good communication, interpersonal skills and ability to form working relationships with people at all levels.
- High level of ethics and reliability; and commitment to confidentiality.
- Flexible and creative approach; keen to take initiative where appropriate.
- Good computer skills, including familiarity with Microsoft Word and Excel.
- Knowledge of University systems of operation.
- Hands on knowledge of payroll systems.

### **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](mailto: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 17 June 2022. Only shortlisted candidates will be contacted.**