



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

Information and Communication Technology Services (ICTS)

1.1 Network Technician (1 Post)

Computer network technician builds and maintains computers linkages between desktop computers and servers, allowing users to send electronic mail and to share data, computer applications, and Internet connection

Qualifications and Experience

- First Degree with 2 years' hands-on experience or Higher National Diploma with 4 years' hands-on experience.

Duties and Responsibilities

- Plans and installs all cabling and electronic network communications equipment infrastructure.
- Configuration of proxy, mail and web servers
- Manage, maintain, upgrade, and monitor the enterprise network.
- Maintain comprehensive records and documentation for all applications and fault reports.
- Maintain a close cooperation and liaison with external service providers
- Supervises network technicians and other junior staff members
- Advices the Network Manager on network issues
- Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.

1.2 Telecommunications Technician (1 Post)

Qualifications and Experience

- Applicants must possess a Degree in Telecommunications/Electronic Engineering or equivalent and 2 years' post-qualification experience or HND Telecommunications or equivalent and 4 years relevant experience in a Telecommunication environment with telephony services. Applicants must have experience in maintenance of modem PABX systems from one of the leading brands, preferably Alcatel.

Duties and Responsibilities

- Install, configure, operate and maintain various telecommunications equipment and associated devices.
- Apply technical knowledge of electronics, telecommunications, and networking principles to solve problems utilizing diagrams, schematics, engineering data and test equipment.
- Diagnose equipment malfunctions and effect repairs, restore equipment and traffic to optimum operating condition.
- Utilize equipment management software to diagnose, configure, program and review configurations.
- Troubleshoot and repair circuits at component level their removal and repair.

1.3 Graduate Trainee – Software Developer (1 Post)

Qualifications and Experience

- Applicants must have an Honours Degree in Computer Science or its equivalent. The candidate must show interest in Agile software development methodologies, and a good working knowledge of HTML, PHP, MySQL, PHPMyAdmin, The candidate must exhibit outstanding organisational and time management skills, be an analytical thinker and problem solver.

Duties and Responsibilities

- Translates requirements into physical design specifications for major systems.
- Product testing and making modifications
- Revises and updates programs and documentation as required and provides necessary documentation for the end-user.
- User support and training
- Participates in the full systems development life cycle on small to mid-sized projects.
- Maintains university systems

1.4 Webmaster (1 Post)

Qualifications and Experience

- Applicants must have an Honours Degree in Computer Science or its equivalent with two years of relevant experience. The candidate must have experience working with Agile software development methodologies, and a good working knowledge of HTML, PHP, MySQL, PHPMyAdmin, Linux, Apache, JavaScript, Photoshop, Indesign, Illustrator or CMS (Joomla, Prestashop, Magento, WordPress). The candidate will be responsible for the designing, development and maintenance of the core University Website. The candidate must exhibit outstanding organisational and time management skills, be an analytical thinker and problem solver.

Duties and Responsibilities

- Design the website for the University.
- Day to day update of web pages
- Carry research of new web technologies
- Interconnecting the WebPages with University authorized databases and systems

- Web Proxy configurations and maintenance
- Maintains the integrity of the website
- Liaise with the Network Engineer in the security of the Website
- Provide comprehensive support to users, and resolve outstanding problems or issues.

2. BURSAR'S DEPARTMENT

2.1. Assistant Accountant (2 Posts)

Qualifications and Experience:

- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance or equivalent.
- Three (3) years post qualification experience.
- Experience in Pastel and Paywell packages would be a distinct advantage

Duties and Responsibilities

- University project accounting and reporting at required intervals.
- Project financial advising and evaluation.
- Managing the asset register.
- Constructing projects accounting.
- Depreciation project accounting.
- Cash boo processing.
- Bank reconciliations.
- Journal processing.

2.2. Principal Accountant (2 Posts)

Qualifications and Experience

- Masters in Accounting and Finance/Accounting/Finance or equivalent plus 2 years post qualification experience.
- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance or equivalent plus five (5) years post qualification experience.
- Experience in Pastel and Paywell packages would be a distinct advantage.

Duties and Responsibilities

- Approving payment Voucher.
- Checking and updating captured data.
- Supervising bank reconciliation.
- Managing the University's cash flows.
- Checking completeness on Payment Vouchers.
- Checking and updating journals.
- Checking the accuracy of payroll input.
- Supervising subordinates.
- Facilitating training of invigilators and supervising examinations.
- Monitoring the processing of examination results.
- Monitoring and reviewing the examinations system for continuous improvement in line with international best practice.

- Servicing the termination of studies (appeal committee) and other University Committees as assigned
- Disseminate information to staff and students to ensure that they are aware of and comply with examination procedures and regulations.

2.3 Graduate Trainee (4 Posts)

Qualifications and Experience

- Bachelor of Commerce Degree in Accounting and Finance or equivalent

Duties and Responsibility

- Receiving payment vouchers.
- Raising RTGS payments.
- Processing payments through paynet system
- Writing manual cash book.
- Paying attention to detail.
- Be able to work after hours and weekends.
- Minimum supervision is required.
- Paynow reconciliation.
- Transferring students to Presumed Withdrawn and raising credit noted.
- Reconciling graduated students and raising charges.

3. LIBRARY DEPARTMENT

3.1 Assistant Librarian (2 Posts)

Qualifications and Experience

- A Bachelor of Science Honours Degree in library and Information Science.

Duties and Responsibilities

- Maintain a level of contact with the Faculty that will provide knowledge of Academic and research programmes sufficient to ensure that collections and services support curriculum and research needs.
- Attend Faculty Board meetings that provide opportunities to promote and enhance the Library's role as an educational partner.
- Provide a specialised research consultation service and assist students and Faculty to find subject specialised information for assignments, reports and research.
- Assist researcher to manage their citations and bibliographies.
- Provide general subject orientated bibliographic instruction and general Library and Information Skills Training i.e. Information Literacy instruction to classes or group as well as to individual Faculty members and students.

4. FACULTY OF ENGINEERING AND APPLIED SCIENCES

4.1 Department of Fuels and Energy (Post A)

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

Qualifications and Experience

- A relevant Master of Engineering/Science Degree,
- A good first-degree specializing in Chemical/Fuels and Energy/Renewable Energy/Oil and Gas/Petroleum Engineering/Fossil Fuels or any other related field.

- The candidate must be proficient and have experience in delivering lessons through online and blended learning methods.
- Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Heat Transfer, Mass Transfer, Fluid Mechanics, Thermal Power Plants, and Turbine Technology.
- Supervising projects in areas of competence
- Participating in outreach activities in the Fuels and Energy sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred

4.2 Department of Fuels and Energy (Post B)

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

Qualifications and Experience

- Applicants for this position must possess a relevant Master of Engineering/Science degree and a good first-degree specialising in Chemical/Fuels and Energy/Renewable Energy/Oil and Gas/Petroleum Engineering/Fossil Fuels or any other related field.
- In addition, the candidate must be proficient and have experience in delivering lessons through online and blended learning methods. Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Engineering Chemistry; Bioenergy; Hydrogen and Fuel Cell Technology; Combustion Technology; Petroleum Processing and Handling.
- Supervising projects in areas of competence
- Participating in outreach activities in the Fuels and Energy sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred.

4.3 Department of Fuels and Energy (Post C)

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

Qualifications and Experience

- Applicants for this position must possess a relevant Master of Engineering/Science degree and a good first-degree specialising in Fuels and Energy/Renewable Energy, or any other related field.
- In addition, the candidate must be proficient and have experience in delivering lessons through online and blended learning methods. Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Solar Energy and Energy Storage, Solar Energy Technology, Wind and Hydro Power Plants and Handling.
- Supervising projects in areas of competence
- Participating in outreach activities in the Fuels and Energy sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred

4.4 Department of Fuels and Energy (Post D)

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

Qualifications and Experience

- Applicants for this position must possess a relevant Master of Engineering/Science degree and a good first-degree specialising in Chemical/Electrical/Renewable Energy Engineering or any other related field.
- In addition, the candidate must be proficient and have experience in delivering lessons through online and blended learning methods. Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Electrical Power Systems, Energy Systems Project Management; Energy Markets and Legislation; Energy Management and Auditing and Handling.
- Supervising projects in areas of competence
- Participating in outreach activities in the Fuels and Energy sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred

4.5 Department of Production Engineering (Post A)

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

Qualifications and Experience

- Applicants for this position must possess a relevant Master of Engineering/Science degree and a good first-degree specialising in Mechanical/Metallurgy/Production Engineering/Manufacturing and Operations Management or any other related field.
- In addition, the candidate must be proficient and have experience in delivering lessons through online and blended learning methods.
- Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Engineering Drawing, CAD/CAM, Engineering Materials, and Materials Technology.
- Supervising projects in areas of competence
- Participating in outreach activities in the Production Engineering sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred

4.6 Department of Production Engineering (Post B)

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

Qualifications and Experience

- Applicants for this position must possess a relevant Master of Engineering/Science degree and a good first-degree specialising in Mechanical/Manufacturing and Operations Management or any other related field.
- In addition, the candidate must be proficient and have experience in delivering lessons through online and blended learning methods.
- Possession of a relevant PhD is an added advantage.

Duties and Responsibilities

- Teaching at the undergraduate and post-graduate levels on the subject areas of Manufacturing Systems, Human Factors Engineering, Industrial Systems Engineering, Quality Management, and Maintenance Engineering.
- Supervising projects in areas of competence
- Participating in outreach activities in the Production Engineering sector.
- Participating in income-generating activities.

Personal Attributes

The Department places a 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 supervise graduate students
- Student centred

5. FACULTY OF COMMERCE

5.1 Department of Accounting and Finance

Temporary Full-time (One Year Contract)

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

Qualifications and Experience

- Applicants must hold a Master's Degree in Economics or related subject area and a good Bachelor of Science Honours Degree in Economics or related subject area passed with at least an upper second class (2.1).
- A minimum of two years relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.

Duties and Responsibilities

- Lecturing of undergraduate levels on the following subject areas: Advanced Microeconomics/Macroeconomics, Industrial Economics, Statistics for Economics, International Trade Theory and Policy, Health Economics, Environmental Economics, Econometrics, Development Economics, Monetary Economics, Labour Economics, Agricultural Production Economics and International Economics.
- Participating in income generating activities.
- Participating in community outreach activities.
- Conducting research.
- Productions of goods and services.

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 Application letter should be addressed to:

The Senior Assistant Registrar
Human Resources Section
Lupane State University
P O Box 170
Lupane

The closing date for the receipt of applications is **Friday 29 September 2023**. **Only shortlisted candidates will be contacted.**