



# Lupane State University

*Building Communities through Knowledge*

## VACANCY NOTICE

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

### **1. BURSAR'S DEPARTMENT**

#### **1.1 Chief Accounting Assistant (2 Posts)**

##### **Qualifications and Experience**

- Higher National Diploma in Accounting, & five years post qualification experience or
- Bachelor of Commerce degree in Accounting, Accounting and Finance.
- Experience in Accounting field as well as educational institution.
- Experience in Pastel and Paywell packages would be a distinct advantage.

##### **Duties and Responsibilities (Asset Management and Project Section)**

- Making sure an asset register is prepared.
- Making sure that all assets which have been bought are recorded.
- Making sure that movement of assets is recorded and properly authorised.
- Ensure adherence to the internal control systems.
- Make proper financial interpretation of projects reports.
- Enforce compliance to the entity's code of conduct relating to asset movement.
- Preparation of monthly management accounts and financial reports.
- Preparation of cash-flow forecasts and monitoring thereof.
- Monitoring capital projects and render advice in preparation of project documents.
- Project financial controls and ensures adherence to contract terms.

##### **Duties and Responsibilities (Student Accounts Section)**

- Paynow reconciliation.
- Student debtors' reconciliation.
- Transferring students to Presumed Withdrawn and raising credit notes.
- Reconciling graduated students and raising charges.
- Liaising with Admissions and Student Records on student numbers.
- Verification of Credit losses category.
- Checking active students on completed students.

## **1.2 Assistant Accountant (2 Posts)**

### **Qualifications and Experience**

- Bachelor of Commerce degree in Accounting.
- Four years post qualification experience.
- Experience in Accounting field as well as educational institution.
- Experience in Pastel and Paywell packages would be a distinct advantage.

### **Duties and Responsibilities**

- Project management accounting and reporting.
- Projects monitoring, financial advising and evaluation.
- Asset register preparation and asset management.
- Asset numbering.
- Liaison with insurance companies on accidents compensation.
- Construction projects accounting.
- Depreciation project accounting.
- Sage cash book processing.
- Bank reconciliations.
- Journal processing.
- Payment voucher preparation.
- Enforce compliance and adherence to internal controls.

## **1.3 Graduate Trainee (3 Posts)**

### **Qualifications and Experience**

- Bachelor of Commerce degree in Accounting and Finance or equivalent.

### **Duties and Responsibilities**

- 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.
- Student debtors' reconciliation.
- Transferring students to Presumed Withdrawn and raising credit notes.
- Reconciling graduated students and raising charges.

## **2. INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES**

### **2.1 User Support Manager (1 Post)**

#### **Qualifications and Experience**

- Must have an Honours Degree in Computer Science or its equivalent with three years relevant experience.
- Manage daily operations of the department by establishing priorities.
- Developing standards.

- Setting deadlines to ensure that Information Technology services are readily available.

### **Duties and Responsibilities**

- Manage backup and security of university data resources.
- Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- Assign and review the work of Chief technicians, support technicians and other IT staff members.
- Ensure the university is abreast of advances in technology.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Manage, maintain, upgrade, and monitor the university servers.
- Maintain comprehensive records and documentation for all applications and fault reports.
- Maintain close cooperation and liaison with external service providers.

## **2.2 Software Developer (2 Posts)**

### **Qualifications and Experience**

- Applicants must have an Honours Degree in Computer Science or its equivalent with two years of relevant experience.
- Must have experience working with agile software development methodologies.
- Good working knowledge of C#, Java, Linux, and PHP.
- Must exhibit outstanding organizational and time management skills.
- Be an analytical thinker and problem solver.

### **Duties and Responsibilities**

- Researching, designing, and developing computer applications for the University.
- Participating in programming activities, monitoring and evaluating key system performance.
- Analyze user requirements and convert requirements to design documents.
- Participates in the full systems development life cycle.
- Evaluating system performance, designing and implementing new programs and features.
- Works with the Systems Engineer to resolve complex technical design issues.
- Integrate software components and third-party programs.

## **2.3 Systems Manager (1 Post)**

### **Qualifications and Experience**

- Applicants must have an Honours Degree in Computer Science or its equivalent with three years relevant experience.
- A Master's degree would be an added advantage.
- Oversees the in-house development of Management Information Systems.
- In depth experience and knowledge of C#, Java, Linux, PHP, LARAVEL Framework and MySQL.

- Manage daily operations of the software development unit by establishing priorities and developing standards.
- Setting deadlines to ensure that Management Information Systems services are readily available.

#### **Duties and Responsibilities**

- Manage backup and security of university IT systems.
- Planning, scheduling and Coordination of system development and other software development projects.
- Assign, test, and review the work of engineers and programmers, and other IT staff members.
- Train users in the use of Management Information systems.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Works with the Systems Engineer to resolve complex technical design issues.
- Produce documentation for all systems developed.

### **3. REGISTRAR'S DEPARTMENT**

#### **Human Resources Section**

##### **Senior Assistant Registrar (1 Post)**

#### **Qualifications and Experience**

- 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.
- Ensure 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 liaises with auditors.

- Supervises and coaches human resources staff.
- Provides data input for 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.

## **4. FACULTY OF AGRICULTURAL SCIENCES**

### **4.1 Department of Animal Science and Rangeland Management**

#### **Lectureship/Senior Lectureship/Associate Professorship/Professorship**

#### **Temporary full-time lectureship (1 Post)**

#### **Qualifications and Experience**

Applicants must a relevant Master of Science degree in Fisheries or equivalent with a merit or better.

- Must have a Bachelor of Science Honours degree in Wildlife Management or equivalent with a 2.1 or better.
- Possession of a PhD in the related field.
- Teaching experience at tertiary level will be an added advantage

#### **Duties and Responsibilities**

- The successful candidate will be expected to teach undergraduate students in the following courses: Freshwater fish production, Freshwater Ecology and Fisheries Management, Environmental Impact Assessment, Introduction to Ecology.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programmes related to Fisheries.
- Sourcing research funding for the Department.
- Conduct and publish research.

### **4.2 Department of Animal Science and Rangeland Management**

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

#### **Qualifications and Experience**

- Applicants must possess a relevant PhD in Wildlife Resources Management or equivalent with a merit or better.
- Masters in Biodiversity Conservation.
- A Bachelor of Science Honours degree in Wildlife Management or equivalent with a 2.1 or better.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach postgraduate students in the following courses:
- Resource Economics and Systems Management.
- Conservation of Tropical Resources, Wildlife Law and Forensics.
- Conservation Systems Policy, Social Ecology.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programmes related to Wildlife Resources Management.
- Sourcing research funding for the Department.
- Conduct and publish research.

### **4.3 Department of Animal Science and Rangeland Management Lectureship/Senior Lectureship/Associate Professorship/Professorship Temporary full-time Lectureship (1 Post)**

#### **Qualifications and Experience**

- Applicants must possess a relevant Master of Science degree in Biodiversity Conservation or equivalent with a merit or better.
- A Bachelor of Science Honours degree in Wildlife Management or equivalent with a 2.1 or better.
- Possession of a PhD in the related field.
- A teaching experience at tertiary level would be an added advantage.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach undergraduate students in the following courses: Park Planning, Diversity of life, Plant form and function, Mammalogy, Fire Ecology.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programmes related to Wildlife Resources Management.
- Sourcing research funding for the department.
- Conduct and publish research.

### **4.4 Department of Animal Science and Rangeland Management Lectureship/Senior Lectureship/Associate Professorship/Professorship Temporary Full-time (1 Year Contract) Animal breeding and Biotechnology (1 Post)**

#### **Qualifications and Experience**

- Ideally the successful candidate should possess a PhD in Animal Breeding and Biotechnology or equivalent.
- A Master's degree in Animal Breeding or equivalent.
- A Bachelor of Science Honours degree in Animal Science and Rangeland Management or related with a 2.1 or better.

### **Duties and Responsibilities**

- The candidate should be able to supervise postgraduate and undergraduate student's research projects and teach at least five modules which are: Animal Biotechnology, Genomics and Applied Animal Breeding.
- Attract and manage research grants.
- Participating in income generation projects.
- Ability to innovate and facilitate service delivery.

### **Personal Attributes**

The Department places 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. Candidate 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 Animal Science and Rangeland Management**

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

#### **Qualifications and Experience**

- Ideally the successful candidate should possess a Master's Degree in Animal Science or related.
- A Bachelor of Science Honours Degree in Animal Science or related with a 2.1 or better.
- A Diploma in Agriculture.
- A PhD in the related field will be an added advantage.

### **Duties and Responsibilities**

The candidate should be able to supervise postgraduate and undergraduate student's research projects and teach at least 3 modules which are: Agricultural Practice, Anatomy and Physiology and Small Ruminants.

- Attract and manage research grants.
- Participating in outreach activities in Animal Science and Rangeland Management.
- Participation in income generation.
- Ability to innovate and facilitate service delivery.

### **Personal Attributes**

- The Department places 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 Crop and Soil Sciences**

##### **Laboratory Assistant (1 Post)**

##### **Qualifications and Experience**

- Applicants must possess a National Diploma in Chemical Technology or
- Food Science or Biological Sciences.
- 3 years relevant experience will be an added advantage.

##### **Duties and Responsibilities**

- Assist in issuing of chemicals and apparatus to students and receives the same from students.
- Cleaning of laboratory glassware and equipment.
- Cleaning of student lockers.
- Maintain the required levels of distilled water and bench reagents (where applicable).
- Cleaning and polishing of laboratory floors and bench tops.
- Moving cylinders and similar apparatus as instructed.
- Carrying out simple workshop duties.
- Carrying out any other

##### **Personal Attributes**

- The Department places 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

### **5. FACULTY OF COMMERCE**

#### **5.1 Department of Accounting and Finance**

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

##### **Economics**

##### **Qualifications and Experience**

- Ideally the successful should possess a good bachelor of Science Honors Degree in Economics or related subject area passed with at least an upper second class (2.1)
- A relevant Master's Degree in Economics passed with at least a Merit.
- A relevant PhD in Economics.
- Teaching or industrial experience would be a distinct advantage.

##### **Duties and Responsibilities**

- Lecturing of Postgraduate students on the following subject areas: Computer and Statistical Analysis, Research Methodology, Introduction to Econometrics, Managerial Economics, International Economics, Principles of Economics, Quantitative Methods, and Quantitative Analysis for Business.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research, and production of goods and services.



## **5.2 Department of Human Capital Development**

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

#### **Human Resource Management**

##### **Qualifications and Experience**

- Applicants must hold a good Bachelor of Commerce or
- Science Honours Degree in Human Resources Management, passed with at least an upper second class (2.1).
- A relevant Master's Degree in Human Resource Management, passed with at least a merit.
- Teaching experience and a relevant PhD would be distinct advantage.

##### **Duties and Responsibilities**

- Lecturing of undergraduate levels on subject areas of: Labour Relations, Labour Economics, Organisational Behaviour, Reward Management, Labour Law, Public Sector HRM, Human Resource Policy & Practice, Human Resource Development, HR Analytics, Agribusiness Legal Environment and Comparative Industrial Relations and International Labour Law.
- Learning and Psychological Adjustment in Work Context and Psychometrics.
- Participating in community outreach activities
- Participating in income generating activities.
- Conducting research.
- Innovation and production of goods and services.

## **6. FACULTY OF HUMANITIES AND SOCIAL SCIENCES**

### **6.1 Department of Development Studies**

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

##### **Climate Change Specialist**

##### **Qualifications and Experience**

- Applicants must hold a PhD in Climate Change, Disaster and Risk Management or Cognate discipline, A Master's Degree in Climate Change passed with a Merit or better and a Bachelor's Degree in Climate Change, Disaster Management, Natural Resource Management and Environmental Sustainability or related fields passed with a grade 2.1 or better, with considerable teaching and research experience and a proven record of publications in refereed scientific journals.

##### **Duties and Responsibilities**

- Supervise post-graduate and undergraduate students' research projects.
- Teach any of the following modules:
- Key concepts of climate change and sustainable development, Trans-disciplinary thinking and skills, Mitigation and adaptation in theory and practice, Climate change and ecosystems services, Disaster geo-information and livelihoods, Climate disaster resilience, mitigation and management.
- Attract and manage research grants;
- Participate in outreach activities;
- Participate in income generation projects;
- Ability to innovate and facilitate service delivery.

## **6.2 Department of Languages**

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

#### **Temporary Full-time (1 Year Contract)**

##### **Languages**

##### **Qualifications and Experience**

- Applicants must hold a Master's Degree in African Languages and Literature or Culture, Linguistics, Applied Language Studies or related fields passed with a Merit or better, and A Bachelor's Degree in African Languages, Applied Language Studies, Language and 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 African Languages, Linguistics, Language Studies or related discipline would be a distinct advantage.

##### **Duties and Responsibilities**

- Supervise students' research projects.
- Teach modules such as Introduction to Tonga Literature, Tonga Novel, Tonga Oral Literature, Tonga Mopho-syntax, Translation and Interpretation Studies.
- Attract and manage research grants;
- Participation in outreach activities within the communication service sector;
- Participation in income generation projects;
- Innovate and facilitate service delivery.

## **6.3 Department of Development Studies**

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

#### **Temporary Full-time (1 Post)**

##### **Sociology**

##### **Qualifications and Experience**

- Applicants must hold a Master's Degree in Sociology, passed with Merit or better and a Bachelor's Degree in Sociology passed with a grade 2.1 or better.  
A PhD in Sociology, considerable teaching and research experience and a proven record of publications in referred scientific journals, are a distinct advantages.

##### **Duties and Responsibilities**

- Supervise students' research projects.
- Teach five of the following modules: Introduction to Psychology, Social Psychology, Social Problems, Introduction to Anthropology, Classical Social Theories, Contemporary Social Theories, Qualitative Research Methods, Quantitative Research Methods, Sociology of Medicine and Healthcare, Sociology of Development, Social Policy and Administration and Sociology of the Environment.
- Attract and manage research grants;
- Participation in outreach activities with the communication services sector;
- Participation in incomer generation projects;
- Innovate and facilitate service delivery.

## **6.4 Department of Development Studies**

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

#### **Temporary full-time (1 Year Contract)**

#### **Urban Regional Planning**

#### **Qualifications and Experience**

- Applicants must hold a Master's Degree in Urban and Rural/Regional planning or cognate discipline, passed with Merit or better. A Bachelor's Degree in Urban and Rural/Regional Planning or cognate discipline passed with a grade 2.1 or better, a PhD in Urban and Rural/Regional Planning or cognate discipline would be a distinct advantage.

#### **Duties and Responsibilities**

- Supervise students' research projects;
- Teach any five of the following modules: Introduction to Society and Planning, Discourses in Urban and Regional Planning Theory, Rural Economies and Development, Planning Techniques and Research Methods, Urban Planning and Design Studio: 3D CAD, Geographic Information Systems (GIS) and Earth Observation 2.
- Attract and manage research grants;
- Participate in reach activities for;
- Participate in income generation projects;
- Ability to innovate and facilitate service delivery.

### **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 Application letter should be addressed to:

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

The closing date for the receipt of applications is **Friday 31 May 2024**. **Only shortlisted candidates will be contacted.**