



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 Innovation Lead (Tech-Hub) 1 Post

Qualifications and Experience

- Applicants must possess a Master's Degree or equivalent qualification in Production Engineering or related field.
- A Bachelor of Technology in Production Engineering/Industrial and Manufacturing Engineering or a related field.
- A Higher National Diploma in Mechanical or Production Engineering.
- Additionally a Journeyman Class 1 Certificate in Boiler Making /Fabrication or fitting and Machining.
- The applicant should have at least one year of experience in research, innovation, and/or the engineering and technology industry
- Knowledge of engineering and technology practice, application, and exploitation of emerging technologies is critical.
- Knowledge of intellectual property rights and their exploitation is an added advantage
- Possession of a PhD will be an added advantage.

Duties and Responsibilities

- The candidate should be able to lead and coordinate innovation in identified or selected engineering and technologies fields.
- Providing mentorship and technical advice on engineering and technology-related product development.
- Collaborating with academic departments, industry, and community to identify the intellectual property (IP) with potential for commercial exploitation.
- Promote the commercialisation of staff and student research.
- Initiating engineering and technology-related product and process technology transfer to industry and Commerce.
- Craft and negotiate technology-related licenses, collaboration agreements, inter-institutional agreements, and other contracts related to the commercial development of intellectual property with both commercial partners and collaborating institutions.
- Performing other related duties as may be assigned by the Director or any delegate.

2. BURSAR'S DEPARTMENT

2.1 Principal Accountant, Salaries (1 Post)

Qualifications and Experience:

- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance
- Four years post qualification.
- Experience in salary administration.
- A Master's degree would be an added advantage.

Duties and Responsibilities

- Checking payroll before posting.
- Make sure advances have been deducted and everyone has been placed in the proper grade.
- Checking Account number and amounts deposited in each account before and after posting payroll.
- Making sure those who have resigned are removed from payroll schedules and that they are paid what is due to them.
- Checking part-time schedules.
- Checking leave days.
- Making sure retention allowances are paid on time.
- Making sure transport allowances are paid.
- Checking final payroll for accuracy.
- Ensuring that all access to the system is controlled.

2.2 Principal Accountant, Student Accounts (1 Post)

Qualifications and Experience:

- Bachelor of Commerce Honours Degree in Accounting and Finance or Accounting or Finance
- Five (5) years post qualification
- A Master's Degree would be an added advantage
- Experience in Pastel and Paywell packages would be a distinct advantage
- Experience in accounting field such as Student Accounts, finance and accounting

Duties and Responsibilities

- Students Accounts and Administration
- Liaise with Payments on overpayments
- Reconciliation of funds Received, Payout, Fees and Other Deductions
- Income and expenditure for each category of students
- Registration of all Students (Registration forms, Examination Forms, Scholarship Forms)
- Update student records and statistics
- Report to the Deputy Bursar
- Assisting in dealing with student queries.

- Monitoring payments by students
- Making sure registered students have paid the deposit
- Administering students sponsorship scheme

2.3 Assistant Accountant, Payment Section (1 Post)

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

- Raising payment vouchers.
- Issuing and recording PV numbers.
- Keep updated record of Payment Voucher register.
- Keep updated PV files.
- Bank reconciliation.
- Keep separate files for specific funds.
- Receipting cash.
- Prepare the asset register.
- Keeping record of assets which are bought or sold.
- Controlling the movement of assets.
- Checking log books and comparing with fuel consumption for each vehicle
- Ensuring payments are made for insuring all assets.
- Preparing an asset register for each office.

2.4 Chief Accounting Assistant (3 Posts)

Qualifications and Experience:

- Higher National Diploma in Accounting plus five years post qualification experience or;
- A Bachelor of Commerce degree in Accounting/Accounting and Finance
- One year post qualification experience
- Experience in Pastel and Paywell packages would be a distinct advantage.

Duties and Responsibilities (Asset Management & 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 report
- 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 advise in preparation of project documents
- Project financial controls and ensure adherence to contract terms

Duties and Responsibilities (Payments and Investments Section)

- Checking Payment Vouchers for proper documents
- Updating the cash book
- Checking payment vouchers for proper documentation
- Preparing cash flows projections
- Cash collection and banking
- Produces monthly trial balance
- Keep record of travel and purchase advances
- Ensure that staff members account for advances taken
- Must have experience in a similar position at an institution of higher learning.

Duties and Responsibilities (Salaries Section)

- Preparing payroll inputs
- Making sure that the letters for new employees are received from Human Resources and creation of individual files
- Printing and distributing pay-slips a week in advance
- Keep manual record of Salary advances
- Keep schedules of loans taken and recovered
- Keep separate files for each report
- Keep files for all deductions
- Paying NSSA ,PAYE, Medical Aid and Pension
- Filing documents and keeping files for all part-time claims.

2.5 Senior Accounting Assistant, Canteen Section (1 Post)

Qualifications and Experience

- National Diploma in Accounting.
- One year post qualification.
- Experience in handling cash and additional qualification will be an added advantage.

Duties and Responsibilities

- Receiving Payment Vouchers.
- Raising RTGS payment
- Processing payments through paynet system
- Writing manual Cash books.
- Paying attention to detail.
- Be able to work after hours and weekends.

2.6 Chief Secretary (1 Post)

Qualifications and Experience

- A National Diploma in Secretarial Studies or higher qualification.
- Five (5) Ordinary level passes including English Language
- Computer Literacy or ICDL training will be an added advantage.
- Three (3) years relevant post qualification experience for the Senior Secretary position.
- Five (5) years post qualification experience for the Chief Secretary Position.

Duties and Responsibilities

- Keeping the Deputy Bursar's diary.
- Administrative tasks to support supervisor and management staff.
- Good standard of numeracy and accounting.
- Typing, Filing, and maintaining confidentiality
- Handling and sorting mail.
- Receiving and prioritising calls.
- Typing documents and notices as requested by the Deputy Bursar.
- Creating and maintaining forms and records related to Bursar's Department.
- Notify staff of meetings and other related information.
- Taking minutes at the Bursar's department meetings and other meetings as requested by the Deputy Bursar.
- Preparing files for the Bursar's Committee and distribute them to the Committee members.
- Serving refreshments when required.

2.7 Graduate Trainee (3 Posts)

Qualifications and Experience:

- Bachelor of Commerce Honours Degree in Accounting and Finance

Duties and responsibilities

- Receiving Payment Vouchers
- Raising RTGS payments
- Processing payments through pay net 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.

3. INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

3.1 Library Systems Analyst (1 Post)

Qualifications and Experience

- Bachelor of Science Honours Degree in Computer Science or its equivalent.
- At least one year relevant experience as a Systems Analyst.

Duties and responsibilities

- Manages the daily operations of the Library website and systems, such as the Integrated Library Management System (KOHA), the Institutional Repository, the E-resource access and authentication system (RemoteXs), and other library systems.
- Provide technical support, training and maintaining library networks and systems.
- Ensures security of all library data.

- Effectively resolves Library system problems by conducting thorough analysis of problems and employing appropriate debugging techniques and resolves the problems.
- Monitors industry trends and maintain currency on emerging issues related to computer systems and applications in libraries and advises the Head of the Department on improvements to increase efficiency.
- Train library staff and students on new IT technologies and trends.
- Ensuring that storage, archiving, back-up and recovery procedures are functioning correctly.
- Monitors functionality of all library security systems.
- Maintain documentation, including system configurations, technical procedures, and user guides.
- Liaise with the ICT department on behalf of the library.
- Monitors the library reprographic unit.

4. REGISTRAR'S DEPARTMENT

4.1 Security Guard (1 Post)

Qualifications and Experience

- 5 "O" Level passes including English Language.
- Certificate in security/police/military training.
- At least two years' experience in the security field.
- Applicant must be physically fit.

Duties and Responsibilities

- Protects the University Property and assets.
- Patrols the campus buildings, perimeter fence and car park.
- Mans the University entry and exit points.
- Carries out spot-checks and searched on persons and vehicles whenever necessary.
- Carries out investigations of security and university regulations breaches.
- Enforce safety regulations.
- Performs any other official duties as assigned by superiors.

5. FACULTY OF COMMERCE

5.1 Chief Secretary (1 Post)

Qualifications and Experience

- Applicants must hold a National Diploma in Secretarial Studies or equivalent.
- Five (5) Ordinary Level passes including English Language.
- A minimum of five (5) years post qualification experience in a similar position preferable in a University setting.
- Advanced Computer Skills including Microsoft Word, Excel, Power Point, and Publisher.
- Able to work under pressure with minimum supervision.
- Excellent interpersonal and communication skills.
- Good organisational skills.
- Ability to handle confidential matters.
- Excellent attention to detail, including proof reading skills and the ability to maintain high level of accuracy.

Duties and Responsibilities

- Act as first point of contact for the faculty and manages communication, including highly confidential information.
- Planning and diarising appointments for the Faculty.
- Distributing internal correspondence generated in the office.
- Organising faculty meetings and taking minutes.
- Requesting and collecting stationery for the Faculty.

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 17 January, 2025**. **Only shortlisted candidates will be contacted.**