



# Lupane State University

*Building Communities through Knowledge*

## VACANCY NOTICE

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

### **1. RISK MANAGEMENT UNIT**

#### **Internal Audit Section**

#### **1.1. Chief Risk Officer (1 Post)**

#### **Qualifications and Experience**

- 5 'O' Level passes including English Language and Mathematics.
- Bachelor of Commerce Honours Degree in Risk Management/Insurance or equivalent.
- Master's degree in Risk Management/Insurance or its equivalent.
- 6 years relevant post qualification experience in risk management.
- Experience in Risk Management, compliance, or related governance roles in beneficial.
- Strong analytical skills.
- Good communication skills to explain complex risk issues to different stakeholders.

#### **Duties and Responsibilities**

- Ability to develop and implement policies, procedures and countermeasures to manage and mitigate identified risks, and align risk management with the company's strategic objectives.
- Identify, evaluate and monitor all types of risks, such as financial, operational, strategic, and emerging risks like cybersecurity threats and risk strategy with business objectives.
- Ensure the organisation complies with all applicable laws, regulations and industry requirements.
- Report risk exposures and mitigation strategies to senior management, and other stakeholders.
- Promote a risk-conscious culture and train employees on risk-related processes and responsibilities.
- Work with other executives and departments to integrate risk management throughout the organisation.
- Promote a risk-aware culture throughout the organisation by working with leadership to make risk a key consideration in strategic discussions.
- Assist in the development and implementation of risk management policies, procedures, and frameworks.

## **1.2 Senior Risk Officer (1 Post)**

- A Master's degree in Risk Management/Insurance and Risk Management or its equivalent.
- At least 4 years experience in a risk management position.
- Must have a high level of written and oral communication skills, as well as a strong knowledge of business processes.

### **Duties and Responsibilities**

- Ability to work independently to produce desired results.
- Conduct regular risk assessment, maintain the risk register, and analyse risk trends to identify potential threats.
- Develop and implement risk management strategies, policies, and procedures to mitigate risks.
- Monitor Key Risk Indicators (KRI) across the university, track risk exposures, maintain risk registers, prepare and interpret risk reports for Senior Management and governing bodies.
- Collaborate with business units to design and implement controls, oversee incident management, and ensure timely resolution of issues.
- Ensure the organisation adheres to regulatory requirements and monitor emerging threats and changes in the market.
- Promote a culture of risk awareness through training and communication activities across all departments.
- Oversee the work of other team members as required, and serve as a key contact for business units or risk matters.
- Prepare risk reports for senior management and communicate risk information to stakeholders through presentation and workshops.
- Partner with business units, internal audit, and other teams to support risk management activities, such as control testing and issue management.
- Assist in the development and implementation of risk management policies, procedures, and frameworks.

## **1.3 Risk Officer (1 Post)**

### **Qualifications and Experience**

- A Bachelor's degree in Risk Management/Insurance and Risk Management or its equivalent.
- A Master's degree in Risk Management/Insurance and Risk Management or its equivalent will be an added advantage.
- At least 5 years experience in a risk management position.

### **Duties and Responsibilities**

- Identify potential risks, such as operational, financial or cybersecurity threats, and assess their potential impact on the organisation.
- Develop and implement strategies, policies and procedures to mitigate identified risks. This includes developing risk management frameworks and controls.
- Create and maintain the organisation's risk management policies and procedures, including defining its risk appetite and tolerance.

- Continuously monitor risk exposures and provide regular reports on risks profiles, mitigation strategies, and compliance status to senior management and stakeholders.
- Lead crisis response efforts to address risk issues and provide education and training to staff on risk management practices.
- Integrate risk considerations into the organisation's strategic decision-making to ensure risks are managed in alignment with business goals.
- Ensure the organisation adheres to all relevant laws, regulations, and professional standards.
- Promote a culture of risk awareness and train employees on risk related processes.
- Establish and implement internal controls to mitigate identified risks.
- Ensure the organisation adheres to all relevant laws, regulations and professional standards.

## **2. REGISTRAR'S DEPARTMENT**

### **2.1 Admissions and Student Records**

#### **Administrative/Senior Administrative Assistant (1 Post)**

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

- Applicant must have minimum qualifications of 5 O level passes including English Language and Mathematics.
- In addition, the candidate must have a minimum of an Honours degree in Statistics or equivalent from a recognised institution.
- Computer literacy or international Computer Driving License will be a distinct advantage.
- At least one year relevant experience at a university.

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

In consultation with the Senior Assistant Registrar, the incumbent will be responsible for, but not limited to the following:

- Admitting and registering students to relevant programmes as per university policy.
- Marketing university programmes to prospective students.
- Attending to queries related to admissions, fees and registration.
- Maintenance of accurate records on admission for current students and graduates.
- Compiling monthly reports for the section.
- Maintenance of accurate student statistics as per the university needs.
- Attending to all student queries.
- Servicing relevant university committees.
- Performing management and staff supervision in the Section.
- Ensure confidentiality and accurate handling of sensitive student information
- Carrying out any other duties as assigned from time to time.

## **3. BURSAR'S DEPARTMENT**

### **Assistant Accountant (3 Posts)**

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

- A 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 and analysing payment vouchers.
- Keeping updated record of payment voucher register.
- Ensuring payments are made for insuring all assets.
- Investing of funds with various financial institutions.
- Clearing suspense account.
- Production of daily cash flow projections
- Project financial controls and ensures adherence to contract terms.
- Supervising junior members of staff, graduate trainees and interns.
- Carrying out any other duties as assigned by the superiors.

## **4. FACULTY OF ENGINEERING AND APPLIED SCIENCES**

### **4.1 Department of Mechatronics Engineering**

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

#### **Mechatronics**

#### **Temporary full-time (One year contract)**

#### **Qualification and Experience**

- Ideally, the successful candidate should possess a Master of Engineering in Mechatronics Engineering/or equivalent with Merit or Better.
- A Bachelor of Engineering in Mechatronics or related field with 2.1 or better.
- A PhD in Mechatronics or related field will be an added advantage.
- The candidate must have at least two years teaching experience at higher education level.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach at least 6 or more of the following undergraduate courses; Electrical and Electronic Principles; Digital Electronics and Logic Design; Instrumentation and Embedded Control; Analogue Electronics; Fundamentals of Mechatronics Engineering; Finite Elements Methods and Analysis; Electrical Machines and Drives; Micro-Electro Mechanical Systems; Control Engineering; Industrial Automation; Signal Processing and Communications; Mechatronics Systems Design; Industrial Robotics; and Intelligent Control.
- Teach undergraduates.
- Supervise undergraduate research projects.
- Participate in outreach programmes related to mechatronics engineering.
- Sourcing research funding for the department.
- Conduct and publish research.

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

### **5.1 Department of Development Studies**

#### **Lectureship/Senior Lectureship/Associate Professorship/Professorship (3 Posts)**

#### **Qualifications and Experience**

- Applicants must hold a Bachelor's degree in Development Studies passed with a grade 2.1 or better.
- A Master's degree in Development Studies, Public Policy and Development Management, Climate Change and Sustainable Development, passed with merit or better.

- A PhD in Development Studies or cognate discipline, considerable teaching and research experience and a proven record of publications in refereed scientific journals are distinct advantages.

### **Duties and Responsibilities**

- Supervise post-graduate and undergraduate students' research projects.
- Attract and manage research grants.
- Participate in outreach activities.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

## **6. FACULTY OF ENVIRONMENTAL AND LIFE SCIENCES**

### **6.1 Department of Food Science and Technology**

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

#### **Food Science and Agricultural Processing**

#### **Temporary full-time (One year Contract)**

#### **Qualifications and Experience**

- Applicant must possess a Master of Science degree in Food Science; Food Safety; Biochemistry; Applied Microbiology and Biotechnology; Environmental Science or its equivalent with a Merit or better.
- A Bachelor of Science Honours degree in Food Science and Technology; Applied Biology and Biochemistry or its equivalent with a 2.1 or better.
- A PhD in Food Science; Biochemistry; Biotechnology; Environmental Health; or a related field with a specific focus on Food Systems will be an added advantage.
- The candidate must have at least two years teaching experience at higher education level.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach at undergraduate level, especially on the subject areas of Fermentation Technology; Natural Resources Management; Enzymology; Food Biotechnology; Organic Chemistry; Stock-Feed Formulation and Manufacturing; Environmental Impact Assessment.
- Teach undergraduates.
- Supervising undergraduate research projects.
- Participating in community engagement programmes.
- Sourcing research funding for the department.
- Conduct and publish research.

### **6.2 Department of Wildlife Ecology and Environmental Sciences**

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

#### **Qualifications and Experience**

- Applicants must possess a relevant Master of Science degree in Biodiversity Conservation 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 a related field along with two years of teaching experience at the tertiary level will be an added advantage.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach undergraduate students in the following courses: Diversity of Life; Ornithology; Mammology; Forest Entomology; Natural Resources Economics; Invertebrate Biodiversity; and Silviculture.
- Teach undergraduate students.
- Supervising undergraduate research projects.
- Participating in outreach programmes
- Sourcing research funding for the Department.

## **6.3 Department of Food Science and Technology**

### **Teaching Assistant**

#### **Qualifications and Experience**

- At least an Upper Second class Honours degree in Food Science, Biochemistry, Chemistry, Applied Biology, Applied Biotechnology or any other relevant degree.
- A minimum of two Advance Level Science subjects and five (5) Ordinary level subjects including English Language, Mathematics, and Science.

### **Duties and Responsibilities**

- The successful candidate will be expected to supervise practicals and conduct tutorials at undergraduate level, especially on the subject areas of Food Biotechnology, Non-Food Animal by-products, Management of Solid and Hazardous Waste, Sugar Technology, Food Toxicology, Stock-feed Formulation and Manufacturing, Alcohol Technology, Entrepreneurship and Product Development, Fermentation Technology, Fats and Oils, Food Chemistry, Food Microbiology, Cereal Products, Dairy Science and Technology, Food Quality Assurance and Regulations.
- Participating in community engagement program.
- Conduct and publish research under the supervision of a mentor.

## **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

Human Resources Section

Lupane State University

P O Box 170

**Lupane**

The closing date for the receipt of applications is **Friday 27 March 2026. Only shortlisted candidates will be contacted.**