



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

1. INNOVATION, ENTREPRENEURSHIP AND INDUSTRIALISATION

1.1 Conservancy Manager (1 Post)

Qualifications and Experience

- A minimum of a Bachelor of Science Honours degree in Tourism and Hospitality and Hospitality Management or equivalent. Applicants must have strong leadership skills and the ability to demonstrate business and financial acumen.
- A minimum of 3 years experience in a similar role would be required.
- A Master's Degree in Tourism and Hospitality Management or equivalent would be an added advantage.

Duties and Responsibilities

- The candidate should be able to manage conservancy operations and staff.
- Marketing the conservancy and its facilities.
- Budgeting and control.
- Human Resource planning and managing staff performance.
- Staff training.
- Daily operational management.
- Ensure compliance with standards and relevant environmental, tourism and labour regulations.
- Community and stakeholder liaison.
- Infrastructure and asset management.
- Security and risk management.
- Implementation and monitoring of sustainable tourism practices.
- Preparation of performance, operating, and compliance reports.
- Strategic planning and development.

1.2 Chef (1 Post)

Qualifications and Experience

- A National Certificate in professional cookery (PC) or a related field.
- The candidate must have proven experience as a chef in a similar environment or other organisations which have busy staff canteens and should have worked for at least 2 years.
- The candidate must also have strong leadership and team management skills, knowledge of local and international cuisines and being able to work under pressure in a fast-paced environment.
- Having either a Diploma or a Higher National Diploma in professional cookery will be an added advantage.

Duties and Responsibilities

- Plan and prepare good-quality dishes according to the establishment standards,
- Supervise cooking to ensure consistency in taste, presentation, and portion sizes,
- Develop and update menus based on seasons and customer preferences,
- Prepare a weekly or monthly requisitions for commodities as required,
- Work with the management team to control food costs, optimize inventory, and maintain profitability while ensuring high-quality dishes,
- Maintain a clean, hygienic and safe working environment
- Use different energy sources for cooking without any major challenges
- Work collaboratively with other departments.

1.3 Receptionist (1 Post)

Qualifications and Experience

- A minimum of a National Diploma in Tourism and Hospitality.
- The applicant must have 2 years of experience as a Hotel Receptionist, Front Desk Agent, or in a similar guest-facing role.
- Solid understanding of computer systems, including MS Office and hotel PMS (Property Management Systems) is an added advantage.
- The applicant should have proven experience in handling guest check-ins/check-outs, cashiering, and managing phone systems.
- A candidate with strong ability to work under pressure, multitask, and maintain a calm, professional demeanour is most preferable.
- A degree in Hospitality and tourism or a relevant degree will be an added advantage.

Duties and Responsibilities

- Greet and welcome guests upon arrival, handle check-in/check-out procedures efficiently, allocate rooms, and issue room keys.
- Take, modify, and cancel bookings via phone, email, or in-person, including managing walk-ins.
- Manage the switchboard, answer inquiries, and maintain a clean, organized, and welcoming lobby area.

- Process guest payments, handle cash, post charges to room accounts, and settle accounts upon departure.
- Provide information on conservancy facilities, local attractions, and transportation; handle special requests (e.g., wake-up calls, taxi bookings).
- Address and resolve guest complaints, maintenance issues, or emergencies promptly, acting as the first point of escalation.
- Collaborate with housekeeping and maintenance departments to ensure room availability and guest satisfaction.

Personal Attributes

- Clear verbal communication and a professional telephone manner.
- Calm, patient, and polite demeanour when managing high-pressure situations or demanding guests.
- Accurate in handling reservations, guest data, and payment processing to ensure seamless service.
- Adaptable and willing to collaborate with other departments to support overall operations.
- Trustworthy when handling guest privacy, sensitive information, and financial transactions.

1.4 Waiter (1 Post)

Qualifications and Experience

- A waiter's certificate or related qualification, 5 'O' levels passes including English Language.
- The applicant must have 2 years of experience as a waiter at a hotel or any other similar establishment.
- The candidate must be professional, goal oriented and a customer-focused Waiter/Waitress.
- The ideal candidate is expected to provide excellent service to all the guests who visit the restaurant and ensure guests receive a memorable dining experience.
- The candidate must also possess basic numeracy skills and have knowledge of food safety standards.

Personal Attributes

- Excellent communication and interpersonal skills.
- Friendly, approachable, and customer-oriented attitude.
- Ability to work well under pressure in a fast-paced environment.
- Strong attention to detail.
- Team player with a positive mindset.
- Reliable, punctual, and well-presented.
- Problem-solving skills and ability to handle difficult situations calmly.

Duties and Responsibilities

- Greet and welcome customers in a warm and courteous manner
- Present menus and provide detailed information about food and beverages
- Take accurate food and drink orders and relay them to the kitchen staff.

- Serve meals and beverages promptly and professionally.
- Check in with customers to ensure satisfaction and address any concerns.
- Handle billing and payments efficiently.
- Maintain cleanliness and organization of tables and dining areas.
- Assist with setting up and clearing tables before and after service.
- Follow all health, safety, and hygiene standards.

1.5 Bedroom Hand (1 Post)

Qualifications and Experience

- A minimum of 5 O level passes including English Language.
- Applicant must have good knowledge of hygiene and sanitation standards, ability to follow standard operating procedures, and demonstrable time management skills and attention to detail.
- A minimum of 2 years experience in a similar role with exposure to laundry operations, and room cleaning and servicing would be required.
- A National Certificate in Tourism and Hospitality Management or equivalent would be an added advantage.

Personal Attributes

- The Conservancy places high priority on individuals who can work well in a team environment.
- Candidate should possess good communication and interpersonal skills.
- A good command of both oral and written English is essential.

Candidates must also be:

- Able to work in a diversity oriented environment.
- Honest and trustworthy.
- Self-motivated and able to work with minimal supervision.
- Guest-oriented and possession of a pleasant personality.
- Flexible to work long hours, weekends and holidays.
- Physically fit.

Duties and Responsibilities

- Guest room cleaning and servicing.
- Providing turn-down service.
- Laundry and linen handling.
- Public areas cleaning.
- Maintenance reporting.
- Maintenance and monitoring of cleaning equipment and supplies.
- Waste management.
- Updating and communicating room statuses.

1.6 General Hand (1 Post)

Qualifications and Experience

- A minimum of 5 O levels including English language.
- Previous experience at a similar organisation is an added advantage

Personal Attributes

The Candidate must be:

- Able to work well with others.
- Able to report issues or progress effectively.
- Able to demonstrate a strong work ethic.
- Willing to take on various tasks.
- Maintain a high standard of cleanliness and personal hygiene at all times.

Duties and Responsibilities

- Running the errands within the workplace.
- Ensure the work environment is well organised at all times.
- Maintain a clean, hygienic and safe work environment.
- Supporting different departments when needed.
- Assist customers/ guests when needed.
- Doing any other duty as assigned by the supervisor.

2. FACULTY OF AGRICULTURAL SCIENCES

2.1 Department of Agricultural Economics and Agribusiness

Lectureship/Senior Lectureship/Associate Professorship/Professorship (1 Post) Entrepreneurship, Temporary full-time (One year Contract)

Qualifications and Experience

- Applicant must be a holder of at least a Master of Science degree in Entrepreneurship/Agribusiness with a merit and a Bachelor of Science (Hons) degree in Entrepreneurship/Agribusiness with degree class 2.1.
- At least 2 years teaching experience at tertiary level.
- A PhD in Entrepreneurship will be an added advantage.

Duties and Responsibilities

- The applicant should be able to teach Entrepreneurship and Agribusiness related Modules including at least 5 of the following: Technopreneurship; Change Management; Business Management for Agriculture; Business Ethics and Professionalism; Entrepreneurship; Disaster Recovery and Business Continuity; Business Law and Business; and Biotechnology.
- Supervising projects in areas of competence at undergraduate and postgraduate levels.
- Participating in outreach programmes related to the agricultural sector and conduct income generating projects.
- Conduct research for innovation and industrialisation.

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 01 May, 2026. Only shortlisted candidates will be contacted.**