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 & INDUSTRIALISATION
Innovation Lead (ICTS-Hub) (1 Post)
Qualifications and Experience
- Applicant must possess at least a Master's Degree or equivalent qualification in Software Engineering/Computer Science or a related field. Possession of a Ph.D. would be an added advantage.
- The applicant should have at least one year experience in research, innovation, and/ information and communication technology service (ICTS) industry.
- Knowledge of ICTS practice, application, and exploitation of emerging technologies is critical and knowledge of intellectual property rights and their exploitation would be an added advantage.

Duties and Responsibilities
- The candidate should be able to lead and coordinate innovation in identified or selected fields in ICTS.
- Providing mentorship and technical advice on ICTS-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 ICTS-related product and process technology transfer to industry and commerce.
- Craft and negotiate ICTS-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.

2. INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES
2.1 Graduate Trainee - Software Development (1 Post)
Qualifications and Experience
- Applicant must be recent graduate, with 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 and PHPMyAdmin.
- The candidate must exhibit outstanding organisational and time management skills, and be an analytical thinker and problem solver.

Duties and Responsibilities
- Translate requirements into physical design specifications for major systems.
- Product testing and making modifications.
- Revise and updates programs and documentation as required and provides necessary documentation to end users.
- User support and training.
- Participate in the full systems development life cycle on small to mid-sized projects.
- Maintaining university systems.

2.2 Graduate Trainee - Networking (1 Post)
- Applicant must be recent graduate, with an Honours Degree in Computer Science or its equivalent.
- The candidate must show interest in Computer networks, building and maintain computers linkages between desktop computers and servers, allowing users to send electronic mail and to share data, computer applications, and internet connection.
- The candidate must exhibit outstanding organisational and time management skills, be an analytical thinker and problem solver.

Duties and Responsibilities
- Plans and installs all cabling and electronic network communications equipment.
- Configuration of proxy, mail and webservers.
- Manage, maintain, upgrade and monitor the enterprise networks.
- Maintain comprehensive records and documentation for all applications and fault reports.

3. **REGISTRAR'S DEPARTMENT**
   3.1 Human Resources Section
   Graduate Trainee (1 Post)
   Qualifications and Experience
   - Applicant must possess a Bachelor of Science Honours Degree in Human Resource Management or equivalent passed with a 2.2 classification or better.
   - Strong interpersonal skills
   - Pro-active approach to problem-solving and continuous improvement.

   Personal Attributes
   - Good communication skills (oral and written)
   - High levels of integrity and confidentiality
   - Attention to detail.
   - Good team player.

Duties and Responsibilities

- Assisting in conducting recruitments and onboarding activities.
- Supporting in training and performance management.
- Maintaining accurate and up to date human resources files and records.
- Assist with staff termination processes.
- Conducting day to day administration duties.
- Assist with ensuring compliance with the organisation's policies and procedures and labour laws.
- Carrying out any other work related duties as assigned by the supervisor.

3.2 Student Affairs Section
Canteen Porter (1 Post)
Qualifications and Experience

- Applicant should hold a minimum of 5 'O' Levels including English Language.
- At least one year experience working in a food handling environment.

Duties and Responsibilities

- The suitable candidate should be able to keep the canteen clean, wash stoves, pots and utensils.
- Unloading deliveries, organizing the store rooms, removing and managing waste from the canteen.
- Performing any other duties as assigned.

4. BURSAR'S DEPARTMENT
4.1 Stores Controller (1 Post)
Qualification and Experience

- Applicant must possess a Bachelor of Commerce Honours Degree in Supply Chain Management and Logistics, a Master's Degree would be an added advantage.
- Four (4) years post qualification.
- Experience in Pastel packages would be a distinct advantage.
- Proficiency in inventory management systems.
- Excellent communication and interpersonal skills.

Duties and Responsibilities

- Checking stock levels regularly.
- Compiling daily reports and addressing inventory discrepancies.
- Maintaining records of pricing, purchases and other relevant information.
- Performing random checks and audits.
- Supervising and training store staff.
- Ensuring compliance with company policies and safety standards.
- Strong organisational and leadership skills.
- Monitoring and coordination of stock taking where necessary.
- Carrying out any other work related duties as assigned by the supervisor.

4.2 Chief Stores Assistant (1 Post)
Qualifications and Experience
- Applicant must possess a Higher National Diploma in Supply Chain Management or a Bachelor of Commerce degree in Supply Chain Management.
- Five (5) years post qualification.
- One (1) year post qualification experience.
- Experience in Pastel packages would be a distinct advantage.
- Proficiency in inventory management systems.

Duties and Responsibilities
- Keeping the stores fully stocked and checking the stock levels regularly.
- Receiving and verifying the quality and quantity of new stocks.
- Enforcing in-store security and health and safety procedures and regulations.
- Ensuring the store is clean, organised, and well-stocked.
- Implementing and maintain store procedures and policies.
- Resolving customer issues and complaints.
- Preparing and submitting reports on inventory levels, sales, and other key performance indicators.
- Carrying out any other work related duties as assigned by the supervisor.

4.3 Stores Clerk (4 Posts)
Qualifications and Experience
- Applicant must possess Five (5) Ordinary Levels passes including English Language and Mathematics or Accounts.
- National Diploma in Supply Chain Management plus two years post qualification experience will be an added advantage.
- Knowledge of Accounting and Pastel packages would be a distinct advantage.

Duties and Responsibilities
- Maintenance of stock register, receipting and issuing of stock.
- Compiling and submission of monthly reports.
- Checking of quality of goods purchased and returning any defective/damaged goods.
- Preparing a list of all items with code numbers, and getting familiarised with codes given to each articles.
- Carrying out any other work related duties as assigned by the supervisor.

5. **LIBRARY DEPARTMENT**
   Assistant Librarian (2 Posts)
   Qualifications and Experience
- Applicants must possess a Bachelor of Science Honours Degree in Library and Information Science.
- Possession of a Master's Degree in Library and Information Science will be an added advantage.
- The applicant should have at least two (2) years post-qualification work experience in a University library.

Duties and Responsibilities

- Assist in the assessment and implementation of new information technologies in the library.
- Facilitate in acquisition, preservation and disposal of library materials, cataloguing, classification, and metadata creation for library materials.
- Contribute to the assessment of library facilities, collections based on user needs and trends, cataloguing practices.
- Contributing to collection, archiving, accessibility and discoverability of the university's research output.
- Assisting with training and support for library staff.
- Monitoring compliance with licensing and access rights.
- Participating in library stock take and collects data for usage statistics.
- Providing information literacy skills training and research support to students and faculty.
- Registering and orienting new library users, and participates user education programmes.
- Contributing to supervision and periodic staff performance evaluations in a designated section.
- Assist in the enforcement of library policies.
- Process interlibrary loan requests.

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 08 August 2025. Only shortlisted candidates will be contacted.**