



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

Applications are invited from suitably qualified and experienced persons for the following post.

1. REGISTRAR'S DEPARTMENT

Deputy Registrar - Human Resources and Administration (1 Post)

Reporting to the Registrar, the incumbent should have a deep understanding and knowledge of human resources and university operations. The successful candidate must be mature, hardworking, reliable and prepared to work over and above the call of duty. In addition, the candidate must possess excellent interpersonal and communication skills.

Qualifications and Experience

- A Bachelor's Degree in Human Resource Management, Industrial/Organisational Psychology, Employment Relations.
- A Masters Degree in Human Resource Management, Industrial Psychology, Strategic Management, Business Administration (MBA).
- A professional certification in Human Resource Management, such as an IPMZ Diploma or its equivalent.
- In addition, applicants must have at least five (5) years' post-qualification relevant experience in Human Resource Management of which three (3) years should be at managerial level, within a university or higher education institution environment.

Duties and Responsibilities

- Developing and implementing Human Resources strategies and initiatives aligned with overall University's strategic plan.
- Coordinating the development and management of the Human Resources Management Information System (HRMIS).
- Supporting current and future University needs through the development, motivation and retention of the human resource.
- Ensuring legal compliance to all Human Resource matters.
- Review and advance the Human Resources strategy in accordance with University's broad strategy and the Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development Education 5.0 model.
- Institute cost effective and integrated Human Resource models, processes and systems;
- Provide leadership in the development and review of relevant policies and strategies within the Human Resources domain.
- Provide strategic guidance in respect of Organisational Development and Human Capital Management that are appropriate to the University's environment.
- Promote and enhance transformation of the University's employee profiles and employment brand.
- Facilitating the University's performance management and promotion systems.
- Ensuring implementation of all regulatory frameworks pertaining to labour regulations and proposing changes to policies in line with changing labour legislations.

- Supporting the training function of the University and developing employee training programmes.
- Carrying out surveys of conditions of service in comparable institutions.
- Promote sound and robust employment relationships and strengthen rapport with all stakeholders.
- Assisting in planning and arranging events such as graduations and anniversaries.
- Ensure proper Occupational Health and Safety policies and procedures are in place in accordance with relevant legislation.
- Ensuring that the University is in compliance with all regulatory frameworks pertaining to labour regulations and that Heads of Departments are kept up to date with changing labour legislations.
- Handling all matters related to staff discipline and industrial relations.
- Leading and directing the Human Resource team to deliver a comprehensive Human Resource service to the University.
- Carrying out any other duties as assigned by the Registrar from time to time.

Conditions of Service

An attractive package which includes Medical Aid, Leave and Pension Benefits is offered, details of which will be disclosed to shortlisted candidates only.

2. FACULTY OF THE BUILT ENVIRONMENT

Department of Urban and Regional Planning

2.1 Real Estate Management

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

Qualifications and Experience

- Applicants must hold a Bachelor of Science Honours Degree in Real Estate Management or equivalent passed with a grade 2.1 or better, and a Master of Science Degree in Real Estate Management or equivalent passed with a Merit or better.
- A PhD in Real Estate Management or cognate discipline, considerable teaching and research experience, experience in bidding for grants and consultation and a proven record of publications in referred scientific journals are distinct advantages.

Duties and Responsibilities

- Teaching modules with Real Estate Management.
- Supervise students' research projects.
- Attract and manage research grants and consultancies.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

2.2 Urban and Regional Planning

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

Qualifications and Experience

- Applicants must hold a Bachelor of Science Honours Degree in Urban and Regional Planning or equivalent passed with a grade 2.1, and a Master of Science Degree in Urban and Regional Planning or equivalent passed with a Merit or better.
- A PhD in Urban and Regional Planning or cognate discipline, considerable teaching and research experience, experience in bidding for grants and consultations and a proven record of publications in referred scientific journals are distinct advantages.

Duties and Responsibilities

- Teaching modules with Urban and Regional Planning.
- Supervise students' research projects.
- Attract and manage research grants and consultancies.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

Application Procedure

All applications will be treated in strictest confidence. Applications, which should include a Curriculum Vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and names, addresses (including email) and telephone numbers of three contactable referees and copies of certificates must be emailed to the registrar@lsu.ac.zw in a **single continuous PDF file** clearly indicating the position being applied for in the subject line.

Applications letters should be addressed to:

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

Applications that do not comply with the requirements will be disqualified. The closing date for the receipt of applications is **19 June 2026**. Please note that only short-listed candidates will be contacted.