



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

1. INTERNAL AUDIT SECTION

1.1 Internal Auditor - Financial Operations (1 Post)

Qualifications and Experience

- Degree in Internal Auditing, Financial Accounting or Financial Management is essential.
- Two years of work experience in an internal audit environment.
- Accreditation with the Institute of Internal Auditors would be an added advantage.
- Exceptional accounting skills.
- Analytical thinker with strong conceptual and problem-solving skills.
- Meticulous attention to detail with the ability to multi-task.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.
- Excellent documentation and communication skills.

Duties and Responsibilities

- Review of systems and internal controls.
- Managing and allocating duties to the Chief Audit Assistants and Audit Interns.
- Supervision and training of subordinates.
- Assessing internal controls and recommending improvements to systems.
- Assisting the Senior Internal Auditor and the Chief Internal Auditor in areas pertaining to organizational risk and compliance.
- Participate in the full audit cycle including risk assessment and check compliance with all applicable laws and regulations.
- Determine internal audit scope and develop annual plans.
- Obtain, analyse and evaluate accounting documentation, previous reports, data, and flowcharts.
- Prepare and present reports that reflect audit's results and document process.
- Act as an objective source of independent advice to ensure validity, legality and goal achievement.
- Identify control weaknesses and recommend risk aversion measures and cost savings.

- Document process and prepare audit findings memorandum for the senior internal Auditor.
- Conduct follow up audits to monitor management's interventions.
- Engage to continuous knowledge development regarding sector's rules, regulations, best practices, tools, techniques and performance standards.
- Undertake audits and investigations and compile detailed working papers.
- Attend to stock counts and report on adherence to written instructions.
- Attends Boards of Enquiry to cases of misconduct which he/he has investigated.
- Holds regular meetings with the Head of Internal Audit.
- Perform any other duties as delegated by the supervisor.

1.2 Internal Auditor – Information Technology (1 Post)

Qualifications and Experience

- A Bachelor's degree in Computer Science, MIS, or in other related discipline.
- Possess certification such as CISA or CISSP, or other related one.
- Accreditation with the Institute of Internal Auditors would be an added advantage.
- Strong analytical skills and ability to effectively prioritize and coordinate multiple deliverables simultaneously.
- Strong ability to work effectively in a team and to communicate verbally and in writing with both external and internal customers.
- Eagerness to learn in diverse areas, as well as possess strong ability to work independently to produce desired results.
- At least two years' experience in Auditing or working in an IT environment.

Duties and Responsibilities

- Plan, implement and generate report on medium to complex IT security and governance reviews and IT general controls audits.
- Assess existence, efficiency, and effectiveness of the IT control environment by directing control/process optimisation.
- Evaluate and assess the university's IT policies and procedures; perform evaluation of control design; and carry out assessment of the effectiveness of the university's internal controls concerning IT processes and systems to help ensure the university's IT compliance programs are achieved always.
- Get strong knowledge and understating of business strategies, challenges, and risks by proactively developing business partnerships with management, as well as maintaining a strong presence with management.
- Add value to and improve the efficiency and effectiveness of the business and the IT audit function by leading best practices for standards and procedures.
- Keep abreast of emerging technologies with the IT environment and help in developing audit plans to counter whatever risks that might be associated with the application of such technologies.
- Provide leadership to the team in achieving internal process improvements, effectiveness, and greater levels of competency.
- Provide mentorship and coaching to staff.
- Responsible for technical development of staff.

- Managing and allocating duties to the chief audit assistants and Audit Interns.
- Reviewing of systems and internal controls.
- Assisting the Chief Internal Auditor in risk reviews, preparation of manual audit plan, monthly reports, audit programmes and complex investigations.
- Undertake audits and investigations and compile detailed working papers.
- Attend to stock counts and report on adherence to written instructions.
- Attends Boards of Enquiry to cases of misconduct which he/she has investigated.
- Hold regular meetings with the Head of Internal Audit.
- Perform any other duties as delegated by the supervisor.

2. INNOVATION, ENTREPRENEURSHIP AND INDUSTRIALISATION

2.1 Innovation Lead – ICTS Hub (1 Post)

Qualifications and Experience

- The applicant must have at least a Master’s degree or equivalent qualification in Software Engineering/Computer Science or related field.
- Possession of a PhD would be an added advantage.
- The applicant should have at least one year experience in research, innovation, and/or the information and communication technology service (ICTS) industry.
- Knowledge of ICTS practice, application and exploitation of emerging technologies is critical.
- Knowledge of intellectual property rights and their exploitation is 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 department, industry, and community to identify the intellectual property (IP) with potential for commercial exploitation.
- Promote the commercialization 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.
- Performing other related duties as may be assigned by the Director of any delegate.

2.2 Tailor (5 Posts)

Qualifications and Experience

- Ideally, the successful candidate should possess a National Certificate/National Diploma in Clothing and Textile Technology/Garment Making or equivalent.
- Must have done O level.
- Must have at least two years’ experience in garment making.

Duties and Responsibilities

- Use a variety of industrial garment making machines such as straight machines, overlocking/embroiders, hemming and flossing machines, bar tacking, button sewer, button hole and elasticator.
- Design and cut garments.
- Make, read and interpret garment designs, pictures and samples.
- Maintain equipment and workspace organisation.
- Any other duties that maybe assigned.

3. REGISTRAR'S DEPARTMENT

Student Affairs Section

3.1 Director - Campus Life (1 Post)

Qualifications and Experience

- Applicant should possess a minimum of Master's degree in a Social Science area, Business Administration or equivalent.
- The candidate must have at least three years' experience in handling students at an Institution of Higher Learning.

Duties and Responsibilities

- The ideal candidate should be able to plan, develop and implement on and off campus events and programmes.
- Analyze problems and identify alternative solutions.
- Manage comprehensive community service programmes in line with the vision and mission of the university.
- Assist students with day to day non-academic activities necessary to facilitate adjustments into campus life.
- Assist students with management of personal and academic problems.
- Enforce all students' policies and regulations as enacted by the university.
- Assist in planning, implementing and managing orientation programmes.
- Performing any other duties as assigned.

3.2 Cook (1 Post)

Qualifications and Experience

- Applicant should hold a minimum of a National Certificate in Professional Cookery.
- A qualification in Culinary Arts will be an added advantage.

Duties and Responsibilities

- The suitable candidates should be able to keep records of menu, prepare, cook and serve meals, supervise cooks, observe and maintain hygiene standards, keep records of food items stocks and performing any other duties as assigned.
- Must have experience in a similar position at an institution of higher learning.
- Carrying out any other work related duties as assigned by the supervisor.

4. FACULTY OF HUMANITIES AND SOCIAL SCIENCES

4.1 Centre for Evaluation Science

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

Temporary full-time (One year contract)

Qualifications and Experience

- Applicant must hold a Special Honours Degree in Monitoring and Evaluation or equivalent passed with a grade 2.1 or better, and a Master of Social Degree in Monitoring and Evaluation or equivalent passed with Merit or better.
- A PhD in Monitoring and Evaluation or cognate discipline, considerable teaching and research experience, experience in bidding for grants and consultations and a proven record of publications in refereed scientific journals are distinct advantages.

Duties and Responsibilities

- Teaching modules within the Centre for Evaluation Science.
- Supervise students' research projects.
- Attract and manage research grants and consultancies.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

4.2 Centre for Evaluation Sciences

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

Full-time

Qualifications and Experience

- Applicant must hold a Special Honours Degree in Monitoring and Evaluation or equivalent passed with a grade 2.1 or better.
- A Master of Social Degree in Monitoring and Evaluation or equivalent passed with Merit or better.
- A PhD in Monitoring and Evaluation or cognate discipline, considerable teaching and research experience, experience in bidding for grants and consultations and a proven record of publications in refereed scientific journals are distinct advantages.

Duties and Responsibilities

- Teaching modules within the Centre for Evaluation Science.
- Supervise students' research projects.
- Attract and manage research grants and consultancies.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

4.3 Department of Development Studies

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

Temporary full-time (One year contract)

Qualifications and Experience

- Applicant must hold a Master's degree in Monitoring and Evaluation/Development Studies/Sociology/Public Policy/Development Management or cognate discipline, passed with a merit or better.
- A Bachelor's degree in Development Studies/Sociology or cognate discipline passed with a grade 2.1 or better.
- A PhD in Monitoring and Evaluation/Development Studies/Sociology/Public Policy/Development Management or cognate discipline would be a distinct advantage.
- In addition, applicant must have deep knowledge and understanding of Software Environment (Data Capturing, Data Cleaning, Graphs as Analysis Tools, Information Importing and Exporting, Report Writing Techniques); MS Excel (Worksheet Environment, Spreadsheet Basics, General Formulae and Functions, Statistical Functions, Charts and Tables Creation); SPSS (Introduction to SPSS, Variable View and Data View Environments, Data Importation, Data Manipulation, Data Analysis and Interpretations) and NVivo qualitative data analysis.

Duties and Responsibilities

- Supervise students' research projects.
- Teach any five of the following modules; Introduction to Computer Packages; Computer Packages for Development; Advanced Research Methods; and Advanced Research Methods and Statistics.
- Attract and manage research grants.
- Participate in outreach activities.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery

5. FACULTY OF ENVIRONMENTAL AND LIFE SCIENCES

5.1 Department of Biotechnology

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

Applied Biotechnology, Temporary full-time (One year Contract)

Qualifications and Experience

- Applicant must possess a Master of Science degree in Biotechnology, Biochemistry or a related field, a PhD will be an added advantage.
- A Bachelor of Science Honours degree in Biotechnology, Biological Sciences or equivalent with a 2.1 or better.
- Proven track record of university level teaching and a strong portfolio of peer-reviewed publications with at least two years of teaching experience at tertiary level.

Duties and Responsibilities

- The successful candidate will be expected to teach at undergraduate level, in the following subject areas: Bacteriology and Mycology; Analytical Biotechnology; Fermentation Technology; Bioinformatics; Enzyme Biotechnology; and Nanotechnology.
- Teach and supervise undergraduate students.
- Participating in outreach programmes.
- Sourcing research funding for the department.
- Conduct and publish research.

5.2 Department of Biotechnology Teaching Assistant (1 Post)

Qualifications and Experience

- A Bachelor of Science Honours degree in Biotechnology, Biochemistry, Biological Sciences or equivalent with a 2.1 degree qualification or better.
- Teaching experience at tertiary level will be an added advantage.

Duties and Responsibilities.

- The successful candidate will be expected to assist lecturers in the delivery and assessment of module content.
- Providing student support in class as well as laboratory and technical instruction when required.

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 24 April 2026. Only shortlisted candidates will be contacted.**