



# Lupane State University

*Building Communities through Knowledge*

## VACANCY NOTICE

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

### **1. VICE-CHANCELLOR'S OFFICE**

#### **Internal Audit Section**

#### **1.1 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.

## **Planning, Monitoring and Evaluation Directorate**

### **1.2 Monitoring and Evaluation Officer (2 Posts)**

#### **Qualifications and Experience**

- A minimum of a Bachelor's Degree in Monitoring and Evaluation, Social Sciences, Economics, Mathematics, Statistics, or equivalent from a recognised institution.
- At least two years' experience in monitoring and evaluation or evaluation research.
- Strong analytical, report writing and presentational skills.
- Proficiency in Microsoft Excel and other statistical software applications.
- Ability to take initiatives, work under pressure and multitask with minimum supervision.
- Knowledge of Whole of Government Performance Management systems will be a distinct advantage.

#### **Duties and Responsibilities**

- Regularly review Monitoring plans, tools and other documents such as results matrices and reporting templates.
- Regularly monitor all activities of the different result areas of the University through the collection of data, data analysis, and preparation of reports.
- Ensure implementation of a comprehensive monitoring and evaluation tools for new projects including baseline, midline and end-line studies, identifying and tracking indicators and targets, and a high-quality data management system.
- Contribute to writing of Monitoring and Evaluation reports.
- Support the development and rollout of Monitoring and Evaluation Frameworks, guidelines, plans and tools to guide quality Monitoring and Evaluation of the University projects.
- Capture and update monitoring and evaluation information in the Whole of Government System for effective monitoring and evaluation of university programmes.
- Recommend improvements to project strategies and activities.
- Conduct capacity building training on Monitoring and Evaluation processes, tools and database management system functionalities.

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

### **Human Resources Section**

#### **2.1 Secretary/Senior Secretary (15 Posts)**

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

- Five (5) Ordinary Level passes including English Language.
- A National Diploma in Secretarial Studies or its equivalent from a recognised examination body.
- Computer literacy.
- Applicants must have relevant working experience.
- Applicants must be able to work under pressure with minimum supervision.

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

- Keeping the Supervisor's diary.
- Making appointments and bookings for the Supervisor.
- Attending to incoming and outgoing telephone calls.
- Attending to visitors and directing them to right offices.
- Making arrangement for Meeting venues.
- Receiving papers for Board Meetings and preparing files for the Meetings.
- Taking minutes during Meetings.
- Typing documents
- Filing and record keeping.
- Handling and sorting mail.
- Doing any other duties as assigned by the Supervisor.

### **Student Affairs Section**

#### **2.2 Cook (2 Posts)**

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

- Applicants should hold a minimum of a National Diploma 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.

## **3. UNIVERSITY LIBRARY**

### **3.1 Technical Assistant (1 Post)**

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

- Five (5) Ordinary Level passes including English Language.
- Applicants must have experience in working in a Library.

### **Duties and Responsibilities**

- Verify newly acquired Library materials.
- Stamp all security pages on all books and pamphlets.
- Place book plates on donated material according to laid down procedures.
- Undertake manual tasks such as repairing damaged books and spine marking.
- Record all new material into the Library Accessions Register.
- Carry out book shelving and shelf-reading.
- Assist at the Circulation desk, setting up space for ILS trainings and Library book displays.
- Carry out reasonable assignments as requested by the supervisor.

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

### **4.1 Department of Information Technology**

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

##### **Information Technology**

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

- Applicants must possess a relevant MSc degree in Information Technology/Computer Science/Information Systems with a Merit or equivalent.
- A Bachelor of Science Honours degree in Information Technology/Computer Science/Information Systems or equivalent with a 2.1 or better.
- A PhD in the related field and teaching experience at tertiary level will be an added advantage.

### **Duties and Responsibilities**

- Successful candidates will be expected to teach undergraduate students in following courses; Python, Java, Java Script programming languages, Cloud Computing and Artificial Intelligence.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programs related to production engineering.
- Sourcing research funding for the department.
- Conduct and publish research.

### **4.2 Department of Production Engineering**

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

##### **Production Engineering**

##### **Temporary full-time contract (1 Year)**

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

- Applicants must possess a relevant Master's degree in Mechanical/Manufacturing Systems and Operations Management or equivalent with a merit or better.
- A Bachelor of Science/Bachelor of Engineering/Bachelor of Technology Honours degree in Mechanical/Production/Industrial and Manufacturing Engineering or equivalent with a 2.1 or better.
- A PhD in the related field and teaching experience at tertiary level will be an added advantage.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach undergraduate students in following courses: Engineering Drawing, CAD/CAM, Thermodynamics and Heat Transfer, Fluid Mechanics, Dynamics of Machines and Machine Design.
- Teach undergraduate and postgraduate students.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programmes related to production engineering.
- Sourcing research funding for the Department.
- Conduct and publish research.

### **4.3 Department of Production Engineering**

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

##### **Mathematics**

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

- Applicants must possess a relevant Master's degree with a merit or better and a First degree specialising in Applied Mathematics or Pure Mathematics and Statistics or any other relevant qualification with a 2.1 or better.
- A PhD in the related field and teaching experience at tertiary level will be an added advantage.

### **Duties and Responsibilities**

- The successful candidate will be expected to teach undergraduate students in following courses: Engineering Mathematics, Statistics, Engineering Mechanics, Strength of Materials, and discrete Mathematics.
- Teach undergraduate and postgraduate levels.
- Supervising undergraduate and postgraduate research projects.
- Participating in outreach programmes related to production engineering.
- Sourcing research funding for the Department.
- Conduct and publish research.

### **4.4 Department of Mechatronics Engineering**

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

##### **Mechatronics Engineering**

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

- Ideally, the successful candidate should possess a Master of Science in Mechatronics Engineering/Electrical Engineering Engineering/Electronics Engineering or equivalent with Merit or better.
- A Bachelor of Science in Mechatronics Engineering/Electronics Engineering or related field with 2.1 or better with considerable teaching, research experience and a proven record of publications in refereed scientific journals.
- A PhD in Mechatronics or related field will be an added advantage.

### **Duties and Responsibilities**

- Successful candidate will be expected to teach undergraduate students in the following courses: Finite Elements Analysis, Electrical Machines and Drives, Control Engineering, Analogue Electronics, Digital Electronics, Instrumentation and Embedded Control, Fundamental of Mechatronics Engineering and Industrial Automation.
- Supervising undergraduate projects in areas of competence.
- Participating in outreach programs related to Mechatronics Engineering.
- Participation in income generation projects.
- Conduct and publish research.

## **5. FACULTY OF AGRICULTURAL SCIENCES**

### **5.1 Department of Crop and Soil Sciences**

#### **Laboratory Technician (1 Post)**

- Ideally, the successful candidate should possess a BSc / BTech Honours degree in Applied Biology/Biological Sciences or any other related qualification.
- At least two years post graduate relevant experience in a teaching laboratory (tertiary level). Should be able to operate the major equipment found in a Biotechnology laboratory.
- A Diploma in Biological Technology will be an added advantage.

### **Duties and Responsibilities**

- Prepare equipment/chemicals for practicals and research
- Conducts, or assists in conducting laboratory practicals and research.
- Trains and supervises attachees, laboratory assistants and technical assistants in the proper work methods / procedures and in the preparation of practicals for students
- Provide technical support and services for academic members of staff and researchers in the Department of Animal Science and /or Faculty of Agricultural Sciences
- Calibrates and standardizes equipment/apparatus to ensure accuracy and efficient performance.
- Demonstrates the use of equipment to students and staff.
- Enforces the Biosafety requirements as spelt out in the Institutional Biosafety Manual.
- Checks stocks of consumables and advises on re-order levels.
- Sourcing and maintaining laboratory equipment and consumables.
- Monitors laboratory work to ensure compliance with set standards.
- Carries out any other duties assigned by the Head of Department/Senior Technical Staff.

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

### **6.1 Department of Development Studies**

#### **Urban and Regional Planning Programme**

#### **Town Planning Technician (1 Post)**

#### **Qualifications and Experiences**

- The successful candidate should possess a National Diploma in Urban and Regional Planning or a Degree in Urban and Regional Planning/ Urban Design or a cognate discipline. A Diploma in Urban and Regional Planning and a Degree in Urban and Regional Planning / Urban Design or cognate discipline would be a distinct advantage.

- The candidate should also have a professional qualification in Geographic Information Systems (GIS). Distinct computer skills in town planning software such as AutoCAD, QGIS or ArcGIS, and ArchiCAD.
- At least two (2) years of relevant post-qualification experience, preferably in a local government environment.

#### **Duties and Responsibilities**

- Assist students in the preparation of layouts for residential, commercial, industrial, and other land uses;
- Assist in the preparation of technical reports on planning proposals, drawing of formal layouts, working diagrams, site plans, and base maps; plan filing and maintenance of plans and drawing studio in an orderly and user-friendly manner.
- Assist in the maintenance of automated/computerized tracking systems, and hard copy maps (including their acquisition in the right sizes and digitization), and work with the Lecturer in the administration of computer-aided design software programmes and GIS.
- The Technician will assist in taking students through the basic studio draughting tools and materials, reading of maps, evaluation of site plans, and understanding of legal descriptions of layout plans.
- The technician will work under the supervision of a lecturer.

### **6.2 Department of Languages**

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

##### **Communication Specialist**

##### **Temporary Full-time (1 Year Contract)**

#### **Qualifications and Experience**

- Applicants must hold a Master's Degree in Communication Studies or related fields passed with merit or better, and a Bachelors Honours Degree in Language and Communication Studies/Applied Language Studies or related fields passed with a 2.1 or better with a track record of teaching, research and publications in refereed scientific journals.
- A PhD in Communication studies or related discipline would be a distinct advantage.

#### **Duties and Responsibilities**

- Teach at least five of the following modules: Communication Skills, Sociology of Mass Media, the Media and Communication Industries, Theories and Approaches to Communication, Strategic Communication, Criticism and the Media.
- Attract and manage research grants;
- Participate in research activities;
- Participate in income generation projects;
- Ability to innovate and facilitate service delivery.

### **6.3 Department of Development Studies**

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

##### **Development Studies**

##### **Temporary Full-time (1 Year Contract)**

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

- Applicants must hold a Bachelor's degree in Development Studies passed with a grade 2.1 or better, and a Master's degree in Development Studies, passed with merit or better.
- A PhD in Development Studies, 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;
- Teach at least five of the following modules: Introduction to Social Policy Studies, Multilateral Institutions and Development, Development Economics, Disaster Management, Globalisation and Development, and Demography and Development.
- Attract and manage research grants;
- Participate in research activities for;
- Participate in income generation projects;
- Ability to innovate and facilitate service delivery.

### **6.4 Department of Development Studies**

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

##### **Peace and Security Studies**

##### **Temporary full-time (1 Year Contract)**

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

- Applicants must hold a Bachelor's degree in Peace and Security Studies or cognate discipline passed with a grade 2.1 or better, and a Master's degree in Peace and Security Studies or cognate discipline, passed with merit or better.
- A PhD in Peace & Security Studies, Political Science and/or International Relations, considerable teaching and research experience and a proven record of publications in refereed scientific journals, are distinct advantages.

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

- Supervise student's research projects.
- Teach at least five of the following modules: modules: Introduction to Peace and Security, Conflict Transformation, Conflict Resolution Processes, Principles of International Relations, United Nations and Peacekeeping, and Human Rights Law and Transitional Justice.
- Attract and manage research grants;
- Participation in outreach activities within the communication services sector;
- Participation in income generation projects;
- Innovate and facilitate service delivery.



## **6.5 Department of Development Studies**

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

#### **Psychologist**

#### **Temporary full-time (1 Year Contract)**

#### **Qualifications and Experience**

- Applicants must hold a Master's degree in Psychology, passed with merit or better and a Bachelor's degree in Psychology passed with a grade 2.1 or better.
- A PhD in Psychology, considerable teaching and research experience and a proven record of publications in refereed scientific journals, are distinct advantages.

#### **Duties and Responsibilities**

- Supervise students' research projects;
- Teach at least five of the following modules: Introduction to Psychology, Social Psychology, Social Problems, Contemporary Social Psychology, Introduction to Anthropology, Qualitative Research Methods, Quantitative Research Methods, Labour Studies and Advanced Statistical Methods
- Attract and manage research grants;
- Participation in outreach activities within the communication services sector;
- Participation in income generation projects;
- Innovate and facilitate service delivery.

## **6.6 Department of Development Studies**

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

#### **Sociologist**

#### **Temporary full-time (1 Year Contract)**

#### **Qualifications and Experience**

- Applicants must hold a Master's degree in Sociology, passed with merit or better and a Bachelor's degree in Sociology passed with a grade 2.1 or better.
- A PhD in Sociology, considerable teaching and research experience and a proven record of publications in refereed scientific journals, are distinct advantages.

#### **Qualifications and Experience**

- Supervise students' research projects;
- Teach at least five of the following modules: Introduction to Psychology, Social Psychology, Social Problems, Introduction to Anthropology, Classical Social Theories, Contemporary Social Theories, Qualitative Research Methods, Quantitative Research Methods, Sociology of Medicine and Healthcare, Sociology of Development, Social Policy and Administration and Sociology of the Environment.
- Attract and manage research grants;
- Participation in outreach activities within the communication services sector;
- Participation in income generation projects;
- Innovate and facilitate service delivery.

## **6.7 Department of Development Studies**

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

#### **Urban and Regional Planning**

#### **Temporary full-time (1 Year Contract)**

#### **Qualifications and Experience**

- Applicants must hold a master's Degree in Urban and Rural/Regional Planning or cognate discipline, passed with merit or better.
- A Bachelor's Degree in Urban and Rural/Regional Planning or cognate discipline passed with a grade 2.1 or better. Distinct computer skills in town planning software such as AutoCAD, QGIS or ArcGIS, and ArchiCAD.
- A PhD in Urban and Rural/Regional Planning or cognate discipline would be a distinct advantage.

#### **Duties and Responsibilities**

- Teach at least five of the following: Urban Policy and Management; Settlement Morphology; Environmental Systems and Planning; Urban Transport Management System; Rural Development and Regional Planning; Housing Theory and Practice; Urban Planning and Design Studio; 3D CAD and Geographic Information systems (GIS) and Earth Observation.
- Attract and manage research grants;
- Participate in research activities;
- Participate in income generation projects;
- Ability to innovate and facilitate service delivery.

## **6.8 Centre for Evaluation**

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

#### **Monitoring and Evaluation**

#### **Temporary full-time (1 Year Contract)**

#### **Qualifications and Experience**

- A PhD in Social Sciences Policy, International Relations, Gender, Economics (or cognate discipline) or DPhil/MPhil in Monitoring and Evaluation.
- A post graduate qualification in Monitoring and Evaluation or Program Planning and Management a must for non-Monitoring and Evaluation.
- A PhD Relevant field experience in the field of Monitoring and evaluation, Program planning and Public policy

#### **Duties and Responsibilities**

- Supervise students' research projects.
- Supervise post graduate students on attachment.
- Teach modules in the following areas: Programme Planning and Management, Public Policy and Public Policy Evaluation, Evaluation Planning & Management at Masters level.
- Attract consultancy opportunities;
- Participating in outreach activities within the social services sector;
- Participation in income generation;
- Ability to innovate and facilitate service delivery.

## **6.8 Department of Development Studies**

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

#### **Entrepreneurship**

#### **Temporary full-time (1 Year Contract)**

#### **Qualifications and Experience**

- Applicants must hold a good Bachelor of Commerce/Bachelor of Science Honours degree in Entrepreneurship passed with at least an upper second class (2.1) or better.
- A Master's degree in Entrepreneurship, Business Innovation or related subject area passed with a merit or better.
- A PhD in Entrepreneurship or cognate discipline would be a distinct advantage.

#### **Duties and Responsibilities**

- Supervise post-graduate and undergraduate students' research projects;
- Teach the following Modules: Entrepreneurship, Development Finance, and Development Economics, Financial Accounting for NGO Managers and International Trade and Development in Africa.
- Attract and management research grants;
- Participate in out-reach activities.
- Participate in income generation projects.
- Ability to innovate and facilitate service delivery.

### **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  
Lupane State University  
Human Resources Section  
P O Box 170  
**Lupane**

The closing date for the receipt of applications is **Friday 02 August 2024. Only shortlisted candidates will be contacted.**