



# Lupane State University

*Building Communities through Knowledge*

## VACANCY NOTICE

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

### **1. PHYSICAL PLANNING, WORKS AND ESTATES**

#### **Transport Officer (1 Post)**

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

- A Bachelor's Degree in Transport and Logistics Management or a related field.
- A clean Class 1 or Class 2 driver's license.
- Valid Defensive Driving Certificate.
- At least 3 years of experience in transport and logistics management, preferably in a higher education institution.
- Membership of a professional board is an added advantage.
- Experience in vehicle and Fleet Maintenance and Management Systems.

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

- Processing and scheduling daily transport requests from various university departments.
- Overseeing the operations, maintenance, and repair of the University's fleet and related equipment.
- Ensuring that University vehicles are roadworthy, branded, serviced, and licensed in a timely manner.
- Applying for route authorities and ensuring adherence to legal requirements.
- Leading the development and implementation of transport policies, standard operating procedures, and safety protocols.
- Supervising vehicle inspections, maintenance, and servicing to minimise downtime.
- Monitoring vehicle operations via the Vehicle Tracking System and ensuring proper use of vehicle log books.
- Managing fuel allocations and overseeing records related to vehicle maintenance, repairs, and fuel consumption.
- Preparing insurance claims for accident-damaged vehicles and handling investigations related to vehicle accidents, damages, misuse, and abuse.
- Drafting and submitting weekly, monthly, quarterly, and annual fleet management reports
- Managing resources in an efficient and cost-effective manner.
- Addressing fleet-related grievances, queries, and complaints from university clients

- Supervising staff in the Transport Section.
- Performing any other duties as delegated by the Director, PPWE.

### **Attributes**

- Experience in Fleet Maintenance and Management Systems.
- Outstanding organisational and leadership skills.
- A meticulous approach to work, with a keen eye for detail.
- Strong problem-solving abilities and the ability to think analytically.
- Team leadership skills and the ability to work effectively in a team environment.
- High levels of confidentiality, maturity, and self-discipline.

## **2. PROCUREMENT MANAGEMENT UNIT**

### **2.1 Stores Officer (1 Post)**

#### **Qualifications and Experience**

- Five (5) Ordinary levels including Mathematics and English Language.
- A Degree in Purchasing & Supply/Supply Chain/Stores Management.
- A Master's degree in Purchasing & Supply/Supply Chain/Stores Management would be an added advantage.
- At least two (2) years post-qualification experience in any of the above-stated fields.

#### **Duties and Responsibilities**

- Ensure that the University's stock levels meet business/project needs in a timely manner.
- Monitor replenishing levels, deliveries, and internal transfers between departments.
- Forecast supply and demand to prevent overstocking and stockouts.
- Submit purchase details to internal databases, initiate orders to replenish goods as required.
- Track shipments and address any delays.
- Coordinate regular inventory audits, liaise with warehouse staff, and other internal teams to test product quality.
- Directly supervise stores staff.
- Track discrepancies and take corrective measures.
- Conduct stock checks and complete a stock status report.
- Maintain and promote a safe and hygienic environment in the Stores section.
- Keep updated inventory records.
- Implement measures to enhance security and minimize pilferage.
- Facilitate safe and environmentally friendly disposal of obsolete stocks.
- Any other duties as may be assigned by the Supervisor.

#### **Skills and Attributes**

- Good understanding of supply chain procedures.
- Working knowledge of inventory management software.
- Excellent organizational skills and good communication.
- Excellent analytical skills.

## **2.2 Procurement Clerk (1 Post)**

### **Qualifications and Experience**

- Five (5) Ordinary Level passes including English Language and Mathematics.
- A National Diploma in Purchasing and Supply or Supply Chain Management.
- A Degree in Purchasing and Supply or Supply Chain Management would be an added advantage.
- Two (2) years' experience in Public Procurement and knowledge of Pastel evolution are also prerequisites.

### **Duties and Responsibilities**

- Recording of all incoming and outgoing documents in the Unit.
- Preparing Purchase orders and comparative schedules.
- Ensuring all purchasing strategies and policies are implemented and adhered to.
- Coordinating and consolidating all Departmental purchase.
- Producing monthly procurement reports to inform management on the status of critical purchase.
- Determining the procurement method to be used upon receipt of requests.
- Filing all Departmental correspondence and prepare Audit files.
- Managing the daily operations of the Procurement Unit.
- Ensures compliance with PRAZ regulations.
- Any other duties as may be assigned by the Procurement Officer.

## **3. REGISTRAR'S DEPARTMENT**

### **3.1 Human Resources Section**

#### **Senior Assistant Registrar (1 Post)**

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

- An Honours Degree in Human Resources Management, Behavioural Sciences or equivalent preferably passed with a 2.1 degree classification.
- At least five (5) years post qualification working experience.
- Proven working experience of managing the complete human resources value chain in a University setting at Human Resources Administrator/Officer level.
- A relevant Master's Degree plus two (2) years post qualification experience is an added advantage.
- An IPMZ Diploma will be an added advantage.
- Working knowledge of the Labour Act and related statutes and regulations.

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

- Plans and facilitates recruitment, performance management, employee relations, disciplinary procedures, terminations, employee reward, compensation and benefits system, ensuring that these comply with the University's policies.
- Recommends and executes human resources policies, procedures, initiatives and systems that comply with the University's Strategic Plan and the legislative requirements.
- Develops tools to ensure legal obligations relating to human resources are maintained and updated timeously.

- Conducts instruction for staff members about administrative and human resources procedures and resolves and answers human resources related issues.
- Ensure proper staffing plan is in place and job descriptions for current or new positions are updated and recorded appropriately.
- Maintains an up to date and efficient human resources information and record keeping system and prepares reports as may be required by the Registrar.
- Manages Human Resources audits and liaises with auditors.
- Supervises and coaches human resources staff.
- Provides data input for processing of employee salaries and benefits.

### **Skills and attributes**

- Good organisational skills, time management, problem solving and decision making aptitude.
- Good communication, interpersonal skills and ability to form working relationships with people at all levels.
- High level of ethics and reliability; and commitment to confidentiality.
- Flexible and creative approach; keen to take initiative where appropriate.
- Good computer skills, including familiarity with Microsoft Word and Excel.
- Knowledge of University systems of operation.
- Hands on knowledge of payroll systems

## **3.2 Human Resources Section**

### **Secretary/Senior Secretary (10 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 the right offices.
- Making arrangements 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

### **3.3 Admissions and Student Records**

#### **Senior Assistant Registrar (1 Post)**

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

- A Bachelor's degree preferably passed with a 2.1 in any of the following areas: Educational Administration/Records Keeping/Operations Research/Statistics/Mathematics
- Five (5) years relevant post qualification experience.
- A relevant Masters' degree plus two (2) years post qualification experience will be an added advantage.
- Applicants should possess five (5) Ordinary level passes including English Language.
- Experience in the Admissions of students at a tertiary institution, record keeping, university administration and other related area is a prerequisite.

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

- Managing the University Admissions systems, procedures and processes.
- Marketing University programmes to prospective students.
- Managing students' recruitment, admissions, registration and monitoring an up to date record.
- Managing and ensuring the accuracy of student records and statistics.
- Designing, distributing and receiving application forms in collaboration with the Deputy Registrar Academic Affairs.
- Designing and facilitating student recruitment advertisements.
- Issuing admission letters to admitted students.
- Compiling student's monthly reports for the section.
- Managing a students' database and generating reports as required.
- Servicing designated University Committees.

### **3.4 Student Affairs Section**

#### **Administrative Assistant (1 Post)**

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

- Applicants should hold a minimum of First Degree in Educational Administration or equivalent and a counselling qualification.
- Experience in University Student Affairs Administration will be an added advantage.

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

- The ideal candidate should be able to assist all new students to familiarise themselves with the University life through the orientation programme.
- Assisting students in accessing loans, grants or any other Government scheme that assists students' functions.
- Assisting in attending individual and group problems of students and providing appropriate support.
- Attending students' functions.
- Performing any other duties as assigned.

### **3.5 Student Affairs Section**

#### **Nurse (1 Post)**

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

- Applicants should a Degree in General Nursing and be registered with the Nurses Council of Zimbabwe, hold a valid practicing certificate, a qualification in Counselling.

- Forensic training for dispensing, a degree in Nursing Science and experience in handling students preferably at Higher and Tertiary Education will be an added advantage.

### **Duties and Responsibilities**

- The ideal candidate should be able to ensure compliance to effective infection prevention and control systems, maintain confidential, detailed and accurate records of patients conditions, diagnosis and therapeutic interventions done, ensure the clients gain access to services they require and that the care needed is well coordinated, for example proper referral system.
- The candidate must attend student trips, sports events and other university events as health emergency personnel, consult with clients seeking medical attention, administer medication to patients, counsel students, participate in health education programmes, procure medical drugs and medical equipment and perform any other clinical/nursing duties as assigned.

## **4. FACULTY OF COMMERCE**

### **4.1 Department of Human Capital Development**

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

#### **Human Resources Management**

#### **Temporary full-time (One year contract)**

#### **Qualifications and Experience**

- Applicants must hold have a Master's Degree in Human Resource Management and a good Bachelor of Commerce Honours Degree in Human Resource Management passed with at least an upper second class (2.1).
- A relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels on subject areas of: Labour Relations, Labour Economics, Organisational Behaviour, Reward Management, Labour Law, Public Sector HRM, Human Resource Policy & Practice, Human Resource Management, Human Resource Development, HR Analytics, Agribusiness Legal Environment and Comparative Industrial Relations and International Labour Law.
- Learning and Psychological Adjustment in Work Context and Psychometrics.
- Participating in community outreach activities
- Participating in income generating activities
- Conducting research
- Innovation and production of goods and services

### **4.2 Department of Accounting and Finance**

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

#### **Banking and Finance**

#### **Temporary full-time (One year contract)**

#### **Qualifications and Experience**

- Applicants must hold a Master's Degree in Banking or Finance, Banking and Finance, Banking and Financial Economics, or related subject area and a good Bachelor of Commerce Honours Degree in Banking or Finance, Banking and Risk management,

Banking and Financial Economics or related subject area passed with at least an upper second class (2.1).

- A minimum two years relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.

#### **Duties and Responsibilities**

- Lecturing of undergraduate levels on the following subject areas: Financial Risk Analysis and Management, Financial Mathematics, Financial Econometrics, Investment Analysis and Portfolio management, Structured Finance and Financial Modelling.
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Production of goods and services.

### **4.3 Department of Accounting and Finance**

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

##### **Accounting and Finance**

##### **Temporary full-time (One year contract)**

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

- Applicants must hold a Master's Degree in Accounting or related subject area and a good Bachelor of Commerce Honours Degree in Accounting or related subject area passed with at least an upper second class (2.1).
- A minimum two years relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.

#### **Duties and Responsibilities**

- Lecturing of undergraduate levels on the following subject areas: Accounting Packages and Information systems, Cost and Management Accounting, Management Accounting, Taxation II,
- Participating in community outreach activities.
- Participating in income generating activities.
- Conducting research.
- Production of goods and services.

### **4.4 Department of Accounting and Finance**

#### **Lectureship/Senior Lectureship/Associate Professorship/Professorship (4 Posts)**

##### **Master of Science in Accounting and Finance**

##### **Temporary full-time (One year contract)**

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

- Applicants must hold a PhD in Accounting or related subject area and a good Master's Degree in Accounting or related subject area passed with a 2.1/Merit, a Bachelor of Commerce Honours Degree in Accounting or related subject area, passed with at least an upper second class (2.1).
- A minimum two years relevant teaching or industrial experience is mandatory.

### **Duties and Responsibilities**

- Lecturing of postgraduate levels on the following subject areas: Advanced Financial Reporting and Analysis; Applied Audit and Assurance; Advanced Corporate Financial Strategy and restructuring; Corporate Governance; Risk and Ethics; Forensic Auditing and Accounting; Public Finance and Debt Management; International Financial Markets and Investments; Strategic Management Accounting and Performance Management; Applied Corporate Reporting; Financial Econometrics.
- Participating in community outreach activities.
- Participating in income generating activities
- Production of goods and services.
- Conducting research.

### **4.5 Department of Accounting and Finance**

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

##### **Real Estate (full-time)**

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

- Applicants must hold a Master's Degree in Real Estate Management or related subject area passed with a Merit or better and a good Bachelor of Commerce Honours Degree in Real Estate Management, Property Development and Estate Management, Property Valuation and Management, Rural and Urban Planning or related subject area passed with at least an upper second class (2.1). ).
- A minimum two years relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels on the following subject areas: Property Valuation, International Real Estate Business Management, Real Estate Investment, Agricultural Law and Valuation, Land Economics, Rural and Urban Planning, Building Systems and Services, Building Construction, Geographical Information Systems, Professional Practice, Real Estate Law, Property Valuation.
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services

### **4.6 Accounting and Finance**

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

##### **Hospitality and Tourism**

##### **Temporary full-time (One year contract)**

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

- Applicants must hold a Master's Degree in Hospitality and Tourism or related subject area, a good Bachelor of Science Honours Degree in Hospitality and Tourism or related subject area passed with at least an upper second class (2.1). ).
- A minimum two years relevant teaching or industrial experience is mandatory.
- A relevant PhD would be a distinct advantage.



### **Duties and Responsibilities**

- Lecturing of undergraduate levels on the following subject areas: Rooms Division Management, Tourism Operations, Agritourism Operations, Regional and International Tourism, Hunting and Safari Operations, Events Management, Hotel and Institutional Management, Tourism Transport and Logistics, Digital Tourism and Hospitality Marketing, Tourism and Hospitality Law, Hospitality Cost and Management Accounting.
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Production of goods and services

### **4.7 Department of Business Management**

#### **Lectureship/Senior Lectureship/Associate Professorship/Professorship (4 Posts)**

##### **Master of Business Leadership**

##### **Temporary full-time (One year contract)**

- Applicants should hold a PhD, Master's Degree and a good Bachelor's Degree in Business Management, Marketing, Financial Management, Human Resource Management or Economics. Candidate's qualification must be aligned towards a specific specialty path.

### **Duties and Responsibilities**

- Lecturing in any two of the following postgraduate modules: Financial and Management Accounting, Management, Business Statistics and Management Science, Managerial Economics, Change Management, Strategic Human Resource Management, Strategic Marketing Management, Corporate Governance and Business Ethics, Operations Management, Business Research Methods, Strategic Management and Entrepreneurship.
- Participating in University and Community service activities;
- Conducting research;
- Innovation and production of goods and services.

### **4.8 Department of Business Management**

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

##### **Supply Chain Management (Full-Time)**

- Applicants must hold a good Master's Degree in Supply Chain Management and a Bachelor of Commerce Honours Degree in Supply Chain Management or related area, passed with at least an upper second class (2.1) and at least 2 years industry/lecturing experience. A relevant PhD will be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels on subject areas of: Principles of Logistics & Transport, Project Management, Supply Chain Risk Management, Customs Practice & Documentation, Passenger Cargo Management, Contract & Relationship Management, Global Sourcing, and Port Management & Shipping.
- Participating in University and Community service initiatives
- Participating in income generating activities
- Conducting research
- Contributing to innovation and industrialisation initiatives.

#### **4.9 Department of Business Management**

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

##### **Supply Chain Management**

##### **Temporary full-time (One year contract)**

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

- Applicants must hold a good Master's Degree in Supply Chain Management and a Bachelor of Commerce Honours Degree in Supply Chain Management or related area, passed with at least an upper second class (2.1) and at least 1 year industry/lecturing experience.
- A relevant PhD will be a distinct advantage.

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

- Lecturing of undergraduate levels on subject areas of: Principles of Logistics & Transport, Supply Chain Risk Management, Customs Practice & Documentation, Passenger Cargo Management, Contract & Relationship Management, Global Sourcing, and Port Management & Shipping.
- Participating in community outreach activities
- Participating in income generating activities
- Conducting research
- Production of goods and services

#### **4.10 Department of Business Management**

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

##### **Entrepreneurship**

##### **Temporary full-time (One contract)**

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

- Applicants should hold a good Master's Degree in Entrepreneurship, Management or related subject area and a B Com/BSc Honours Degree in Entrepreneurship or Business Management passed with at least an upper second class (2.1) or better.
- A relevant PhD would be a distinct advantage. Relevant teaching or industry experience is a prerequisite.

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

- Lecturing of undergraduate subjects in the following areas: Principles of Management, Business and its Environment, Business Communication, Business Law, Principles of Entrepreneurship, Production and Operations Management, Strategic Management, Small Business Management; New Product development and Venture Creation.
- Participating in community outreach activities;
- Participating in income generating activities;
- Conducting research;
- Innovation and production of goods and services.

#### **4.11 Department of Business Management**

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

##### **Marketing (Full-time)**

- Applicants must hold a good Master's Degree in Marketing / Digital Marketing and a Bachelor of Commerce Honours Degree in Marketing or related area, passed with at least an upper second class (2.1) and at least 2 years industry or lecturing experience.
- A PhD in Marketing will be a distinct advantage.

### **Duties and Responsibilities**

- Lecturing of undergraduate levels of any of the following subject areas of Marketing, Retail and merchandising management, Agricultural Business Marketing, Marketing Consultancy, Digital Management, Sales Management, Services Marketing, Strategic Marketing Management, Corporate Governance & Business ethics, Marketing Information Systems and Business to Business Marketing.
- Participating in community outreach activities.
- Participate in income generating activities.
- Conduction research.
- Production of goods and services.

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

### **5.1 Department of Fuels and Energy Engineering**

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

#### **Fuels and Energy (full-time)**

#### **Qualifications and Experience**

- Applicants must possess a relevant MSc degree in Engineering and a good first degree in Chemical/Electrical/Renewable Energy or any other related field with a Degree class 2.1 or better.
- A PhD in the areas mentioned above would be an added advantage.

### **Duties and Responsibilities**

- Successful candidates will be expected to teach undergraduate students and post graduate students in following courses; Electrical Power Systems, Energy Systems, Project Management, Energy Markets and Legislation, Energy Management and Auditing and Handling.
- 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.

### **5.2 Department of Production Engineering**

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

#### **Production Engineering (full-time)**

#### **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 the 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.

## **6. FACULTY OF AGRICULTURAL SCIENCES**

### **6.1 Department of Animal Science and Rangeland Management**

#### **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.

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

### **7.1 Department of Geography and Geo-Information Sciences**

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

#### **Qualifications and Experiences**

- Applicants must hold a Bachelor's degree in Geographic Information Systems, Geography (with GIS and RS components), Cartography, or related field, passed with an Upper Second Class (2.1) or better.

### **Duties and Responsibilities**

- Ensure that all GIS software and hardware in the lab are functioning correctly. This includes installing updates, troubleshooting issues, and performing routine maintenance.

- Regularly check and calibrate equipment, manage software licenses, and provide technical support to users.
  - Assist faculty, researchers, and students with GIS-related tasks, including data analysis, map creation, and spatial modelling.
  - Provide training and guidance on GIS tools and techniques, help with the development and implementation of GIS components in research projects and coursework.
  - Manage spatial data, including data entry, cleaning, and organization. Perform spatial analysis and generate reports as needed.
  - Ensure data accuracy, maintain metadata, and support users in managing and analysing GIS data for various projects.
  - Develop and maintain spatial databases, including creating data layers, updating records, and ensuring data integrity.
  - Design database schemas, manage data input/output, and ensure that databases are accessible and secure for authorized users.
  - Coordinate and manage GIS-related projects within the lab, which may include mapping projects, spatial analyses, or data visualization tasks.
  - Oversee project timelines, manage resources, and ensure that project objectives are met. Collaborate with stakeholders to define project requirements and deliverables.
  - Document procedures, workflows, and technical issues related to GIS operations. Prepare reports and presentations based on GIS analyses.
  - Maintain clear and comprehensive records of GIS activities, write technical documentation, and produce reports for academic and administrative purposes.
- These duties ensure the smooth operation of the GIS lab and support the broader goals of the university's research and educational programmes.

## **7.2 Department of Geography and Geo-Information Sciences**

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

#### **Geo-Information Sciences Specialist**

#### **Temporary full-time (One year contract)**

#### **Qualifications and Experience**

- Applicants must hold a relevant Master's Degree in Geo-Information Sciences or a cognate field passed with a Merit or better and a Bachelor of Science Honours Degree in Geography (with GIS and RS components) passed with an Upper Second Class (2.1) or better.
- A relevant PhD would be a distinct advantage.

#### **Duties and Responsibilities**

- Lecturing the following undergraduate courses: Introduction to GIS and Remote Sensing, Applications of GIS and Remote Sensing, Digital Image Processing and Image Interpretation and Advanced Geographic Information Systems.
- Supervise undergraduate dissertations;
- Participate in community outreach activities;
- Participate in income generation activities;
- Conduct research;
- Ability to innovate and facilitate service delivery.

**7.3 Department of Languages, Media and Communication Studies  
Lectureship/Senior Lectureship/Associate Professorship/Professorship (2 Posts)  
Applied Linguistics/Language Studies Specialist (full-time)**

- Applicants must hold a Master's Degree in African Languages and Literature or related fields passed with Merit or better, and a Bachelor of Arts Honours Degree in Applied Language Studies/Linguistics or related fields passed at grade 2.1 or better with a track record of teaching, research and publications in refereed scientific journals. Ability to speak and understand either Tonga, Kalanga, Sotho or Nambya. A PhD in - Languages, Literature and Linguistics is a distinct advantage

**Duties and Responsibilities**

- Teach any three of the following modules: Tonga/Nambya/Kalanga/Sotho Dialectology and Orthography, Translation and Interpretation, Linguistics in an African language, Tonga/Nambya/Kalanga/Sotho Morpho-syntax, Introduction to Tonga/Nambya/Kalanga and Sotho Literature.
- Attract and manage research grants;
- Participate in reach activities for;
- 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 11 October 2024. Only shortlisted candidates will be contacted.**