



GREAT ZIMBABWE UNIVERSITY

Applications are invited from suitably qualified and experienced persons to fill the following posts at Great Zimbabwe University:

AS/4/19

1.0 DEANSHIP POSTS

Deanship is a senior position in the University with incumbents being chief academic and administrative officers in Schools. The posts will be offered on four (4) year contract which can be renewed based on satisfactory performance.

The Duties and Responsibilities

- Being the chief academic and administrative officer in School;
- Providing academic and administrative leadership in the School for the attainment of both corporate and School goals;
- Promoting and implementing Education 5.0 with regard to teaching, research, University service, innovation and industrialisation;
- Contributing to the strategic goals of the University by drawing up and implementing School business plans;
- Maintaining performance standards and ensuring fulfillment of the service conditions for all members of staff within the School;
- Ensuring quality control at school level;
- Generating revenue for the School through partnerships and collaboration;
- Effective management of the infrastructure and other assets of the School;
- Networking and facilitating collaborations for the benefit of both students and staff;
- Chairing meetings of the School and other University Committees;
- Contributing to the evolution and maintenance of a conducive environment for learning at the University;
- Developing and maintaining relations with alumni of the School and with other organisations and persons, with a view to enriching the academic programmes offered by the School.

The ideal candidate must have at least eight (8) years teaching experience in higher education. Experience in field work, project and higher degree supervision, as well as a proven track record of research, publications, collaboration, networking and resource mobilisation is a requirement. Additional attributes that would have to be demonstrated are resourcefulness, interpersonal communication skills, ability to work with a team, provide leadership and embrace diversity.

1.1 Dean, Gary Magadzire School of Agriculture and Natural Sciences (1 Post)

The preferred candidate should be a senior academic at Associate or Full Professorship level in Agriculture or Agricultural related Degrees, Natural Sciences or related fields.

1.2 Dean, Julius Nyerere School of Social Sciences (1 Post)

The suitable candidate would be a senior academic at Associate or Full Professorship level in any of the following disciplines: Psychology, Sociology and Social Anthropology, Rural and Urban Development, Human Resource Management, Politics and Public Administration or related fields.

2.0 DIRECTOR, RESEARCH AND INNOVATION (1 POST)

The applicant must have a Doctrate Degree in any of the following areas: Science, Social Science, Law, Business Management, Accounting, Economics, Arts, Education and must have a proven track record and passion in research, innovation and industrialisation.

The ideal candidate must have at least five (5) years teaching experience in higher education. Experience in field work, project and higher degree supervision, as well as a proven track record of research, publications, collaboration, networking and resource mobilisation is also required. Additional attributes that would have to be demonstrated are resourcefulness, interpersonal communication skills, ability to work with a team and to relate to people of diverse backgrounds. These would include students, staff of the Great Zimbabwe University and the diverse constituencies of the University, notably stakeholders in business.

The directorship is a senior position in the University system. The incumbent will report to the Pro Vice Chancellor and will head the research and innovation hub. The post will be offered on a four (4) year contract which can be renewed based on satisfactory performance.

The Duties and Responsibilities

- Assisting researchers to engage in research that leads to inventions, innovations, prototypes and products;
- General administration and offering research and innovation leadership to the Research, Innovation, and industrialisation hub;
- Overseeing the procurement and installation of infrastructure and equipment at the Innovation hub;
- Creating an effective research, innovation and industrialisation hub support system including organizing colloquia for staff and students;
- Developing and coordinating effective research, innovation and industrialisation between Schools and the Institutes;
- Developing capacity of intellectual work among staff and students;
- Leading the development and implementation of research and development that reflects the University's strategic vision;
- Developing internal systems for the exploitation of intellectual work and registration of intellectual property rights and patents;
- Developing and managing linkages between the University and external partners so as to promote mutually beneficial technology transfer with industry and commerce;
- Advising the University on innovation and business incubation matters to enable the University to benefit from student and staff innovative research;
- Developing a framework for intellectual property protection and development;
- Monitoring copyrights and trademarks of innovations and technology created by both students and staff;
- Continuously create spin-off companies through commercialisable prototypes, processes and services;
- Performing any other duties as may be delegated.

LECTURESHIP POSTS

3.0 SIMON MUZENDA SCHOOL OF ARTS, CULTURE AND HERITAGE STUDIES

3.1 HISTORY, ARCHAEOLOGY AND DEVELOPMENT STUDIES DEPARTMENT (2 POSTS)

3.1.1 ARCHAEOLOGY AND HERITAGE STUDIES (1 POST)

Applicants must hold a Doctoral Degree in Archaeology/Heritage Management, a Masters Degree in Archaeology/Heritage Management and a Bachelor of Arts Honours Degree in Archaeology and must be able to teach at least four of the following modules:

Archaeological Surveying, Introduction to Archaeological Theory, Forensic Archaeology, Archaeological Laboratory Methods, Analytical Methods, Lithics and Ceramics, Conservation for Archaeologists, Legislative Framework for the Protection of Cultural Property and Approaches to Heritage Conservation. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

3.1.2 DEVELOPMENT STUDIES (1 POST)

Applicants must hold a Doctoral Degree in Development Studies, a Masters Degree in Development Studies and a Bachelor of Arts Honours Degree in Development Studies and must be able to teach at least four of the following modules: HIV and AIDS and Development, Project Planning and Evaluation, International Development Corporations, Political Economy of Colonialism, Local Governance in Zimbabwe, Disability and Development, Constitutionalism and Development and African Regional Organizations and Development and Political Economy of Independent Africa. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

3.2 PHILOSOPHY AND RELIGIOUS STUDIES DEPARTMENT (1 POST)

3.2.1 NEW TESTAMENT STUDIES (1 POST)

Applicants must hold a Doctoral Degree in Religious Studies with specialization in New Testament Studies, a Masters Degree in Religious Studies and a Bachelor of Arts Honours Degree in Religious Studies and must be able to teach at least four of the following modules: Major Themes in New Testament Studies from Pauline Epistles to the Apocalypse, Hellenistic Greek and Exegesis of Selected Texts from Early Church Documents, Major Themes in New Testament Studies from the Gospels, Greek Translation and Analysis of Texts, History and Methods in the Study of the New Testament up to the 21st Century and History and Methods in the Study of the New Testament up to the 16th Century. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a

Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

3.3 ENGLISH AND MEDIA STUDIES DEPARTMENT (3 POSTS)

3.3.1 MEDIA STUDIES AND JOURNALISM (1 POST)

Applicants must hold a Doctoral Degree in Media Studies/Journalism, a Masters Degree in Media Studies/Journalism and a Bachelor of Arts Honours Degree in Media Studies/Journalism and must be able to teach at least four of the following modules: News writing and editing, Newspaper Sub-editing Design and Layout, Documentary Production, Specialized news reporting, Investigative Journalism, Business Reporting. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

3.3.2 MEDIA STUDIES AND COMMUNICATION (1 POST)

Applicants must hold a Doctoral Degree in Media Studies and Communication, a Masters Degree in Media Studies and Communication, a Bachelor of Arts Honours Degree in Media Studies and Communication and must be able to teach at least four of the following modules: Research Methods in Media and Cultural Studies, Critical Media Theory, Theories of Communication and the Media, Media and Gender, Theories of Development, Democracy and the Media, Health Communication, Organisational Communication, Public Relations, Principles of Advertising. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

3.3.3 TELEVISION AND RADIO BROADCASTING (1 POST)

Applicants must hold a Doctoral Degree in Radio and Television Broadcasting/Journalism and a Masters Degree in Radio and Television Broadcasting/Journalism, a Bachelor of Arts Honours Degree in Radio and Television Broadcasting/Journalism and must be able to teach at least four of the following modules: Radio and Television Production, Radio journalism, Television Journalism, Photo Journalism. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching

experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.0 GARY MAGADZIRE SCHOOL OF AGRICULTURE AND NATURAL SCIENCES

4.1 LIVESTOCK, WILDLIFE AND FISHERIES DEPARTMENT (4 POSTS)

4.1.1 ANIMAL BREEDER (1 POST)

Applicants must hold a Doctoral Degree in Livestock/Animal Breeding, a Masters Degree in Livestock/Animal Breeding and a Bachelor of Science Honours Degree in Livestock/Animal Breeding and must be able to teach at least four of the following modules: Animal Breeding, Livestock Improvement, Sheep and Goat Production, Genetics and Pig and Poultry Production. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.1.2 WILDLIFE (ECOLOGY AND ZOOLOGY) (1 POST)

Applicants must hold a Doctoral Degree in Wildlife Management, a Masters Degree in Wildlife Ecology and a Bachelor of Science Honours Degree in Wildlife Ecology and must be able to teach at least four of the following modules: Wildlife Ecology, Wildlife Management, Wildlife Study Techniques and Technologies, Zoology and Captive Breeding and Wildlife Disease Management. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.1.3 FISHERIES (LIMNOLOGY AND HYDROBIOLOGY) (1 POST)

Applicants must hold a Doctoral Degree in Fisheries and Hydrobiology, a Masters Degree in Fisheries and Hydrobiology and a Bachelor of Science Honours Degree in Fisheries and Hydrobiology and must be able to teach at least four of the following modules: Limnology, Aquaculture, Ichthyology, Fish Disease Management, Integrated Fisheries Management, Trout and Bream Fish Culturing. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience

at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.1.4 AGRICULTURE (ANIMAL SCIENCE) (1 POST)

Applicants must hold a Doctoral Degree in Agriculture (Animal Science), a Masters Degree in Agriculture (Animal Science) and a Bachelor of Science Honours Degree in Agriculture (Animal Science) and must be able to teach at least four of the following modules: Animal Production, Horticulture, Agricultural Economics, Forestry and Wildlife Management, Animal Physiology, Animal Nutrition, Animal Breeding and Genetics, Animal Production: Small Livestock, Beef Production and Animal Health. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory.

Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.2 SOIL AND PLANT SCIENCES DEPARTMENT (4 POSTS)

4.2.1 HORTICULTURE (1 POST)

Applicants must hold a Doctoral Degree in Horticulture, a Masters Degree in Horticulture and a Bachelor of Science Honours Degree in Horticulture and must be able to teach the following modules: Vegetable Production, Ornamentals, Pomology and Greenhouse Horticulture. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.2.2 SOIL SCIENCE (1 POST)

Applicants must hold a Doctoral Degree in Soil Science, a Masters Degree in Soil Science and a Bachelor of Science Honours Degree in Soil Science and must be able to teach at least four of the following modules: Soil Physics, Soil Chemistry, Soil Conservation, Soil, Plant and Water Reservoirs and Irrigation Agronomy. Applicants who can show some

progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.2.3 PLANT BREEDING (1 POST)

Applicants must hold a Doctoral Degree in Plant/Crop Breeding, a Masters Degree in Plant/Crop Breeding and a Bachelor of Science Honours Degree in Plant/Crop Breeding and must be able to teach the following modules: Plant Breeding, Principles of Genetics, Agricultural Statistics and Small Grains Production. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.2.4 AGRICULTURE (CROP SCIENCE) (1 POST)

Applicants must hold a Doctoral Degree in Agriculture (Crop Science), a Masters Degree in Agriculture (Crop Science) and a Bachelor of Science Honours Degree in Agriculture (Crop Science) and must be able to teach at least four of the following modules: Crop Production, Agricultural Engineering, Pedagogic Issues in Agriculture, Sustainable Agriculture and Value Chain Management, Soil Science, Plant Physiology, Veldt and Pasture Management and Agribusiness and Management. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.3 PHYSICS, GEOGRAPHY AND ENVIRONMENTAL SCIENCE DEPARTMENT (2 POSTS)

4.3.1 GEOGRAPHY (1 POST)

Applicants must hold a Doctoral Degree in Geography, a Masters Degree in Geography, and a Bachelor of Science Honours Degree in Geography and must be able to teach at least four of the following modules: Geographic Thought and Perspectives, Population Geography, Agriculture and the Environment, Research Methods in Geography and Environment Science, Urban Geography, Industrial Geography, Hydrology and Ecosystems. Applicants who can show some progress towards acquiring a relevant

Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.3.2 BIOLOGY (1 POST)

Applicants must hold a Doctoral Degree in Biology, a Masters Degree in Biology and a Bachelor of Science Honours Degree in Biology and must be able to teach at least four of the following modules: Plant Biology, Animal Biology, Zoology, Genetics and Evolution, Biotechnology, Evolution, Plant Physiology and Ecology, Microbiology and Immunology. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

4.4 MATHEMATICS AND COMPUTER SCIENCE DEPARTMENT (2 POSTS)

4.4.1 COMPUTER SCIENCE (2 POSTS)

Applicants must hold a Doctoral Degree in Computer Science, a Masters Degree in Computer Science and a Bachelor of Education Honours Degree in Computer Science and must be able to teach at least four of the following modules: Fundamentals of Computer Organisations, Architecture Fundamentals of Computer Organisations and Architecture, Database Concepts, Object Oriented Programming 1, Software Engineering, Data Communication and Networks, Operating System Concepts, Microprocessors and Microcontroller, Internet and Web Design, Object Oriented Programming 1 and Data Structures and Algorithms. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

5.0 MUNHUMUTAPA SCHOOL OF COMMERCE

5.1 BERNARD CHIDZERO GRADUATE SCHOOL OF BUSINESS (1 POST)

5.1.1 Applicants must hold a Doctoral Degree in Accounting/Law, a Masters Degree in Accounting/Law and a Bachelor of Commerce Honours Degree in Accounting/Law and must be able to teach the following modules: Commercial Law, Public Financial Management, Financial Accounting and Cost and Management Accounting. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

5.2 SCHOOL OF HOSPITALITY, TOURISM AND CULTURE (3 POSTS)

5.2.1 HOSPITALITY, TOURISM AND CULTURE (2 POSTS)

Applicants must hold a Doctoral Degree in Hospitality and Tourism, a Masters Degree in Hospitality and Tourism and a Bachelor of Commerce Honours Degree in Hospitality and Tourism and must be able to teach at least four of the following modules: Introduction to Tourism & Hospitality Law, African Culture in Hospitality & Tourism Industry, Principles of Tourism and Hospitality Marketing, Food and Beverages Management, Rooms Division Management, Tourism & Hospitality Entrepreneurship, Events Management, Creative Arts and Culture, Research Methods in Hospitality Tourism and Culture, Food and Beverages, Preparation and Services (Practical), Tourism Operations Management, Cultural & Heritage Tourism, Hunting and Safari Tourism, Culture Houses & Museum Management and Digital Marketing in Tourism and Hospitality. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

5.2.2 FOREIGN LANGUAGES (1 POST)

Applicants must hold a Doctoral Degree in Hospitality and Tourism, a Masters Degree in Hospitality and Tourism, a Bachelor of Commerce Honours Degree in Hospitality and Tourism, must be proficient in Chinese and/or French and must be able to teach at least four of the following modules: French, Chinese 1 and 2, Introduction to Tourism & Hospitality Law, African Culture in Hospitality & Tourism Industry, Principles of Tourism and Hospitality Marketing, Food and Beverages Management (theory), Rooms Division Management, Tourism & Hospitality Entrepreneurship, Supply Chain

Management, Creative Arts and Culture, Research Methods Hospitality Tourism and Culture, Food and Beverages, Preparation and Services (Practical), Tourism Operations Management, Cultural & Heritage Tourism. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

5.3 BANKING AND FINANCE DEPARTMENT (1 POST)

5.3.1 RISK MANAGEMENT AND INSURANCE (1 POST)

Applicants must hold a Doctoral Degree in Risk Management and Insurance, a Masters Degree in Risk Management and Insurance and a Bachelor of Commerce Honours Degree in Risk Management and Insurance and must be able to teach at least four of the following modules: Insurance Broking and Client Services, Risk Analysis and Management, Investments Portfolio Management, Insurance and Actuarial Science, Insurance and the Commercial Environment, Insurance Risk Modelling and Pension Funds Administration. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.0 ROBERT MUGABE SCHOOL OF EDUCATION AND CULTURE

6.1 EDUCATIONAL FOUNDATIONS (4 POSTS)

6.1.1 EARLY CHILDHOOD DEVELOPMENT (2 POSTS)

Applicants must hold a Doctoral Degree in Early Childhood Development, a Masters Degree in Early Childhood Development and a Bachelor of Education Honours Degree in Early Childhood Development and must be able to teach at least four of the following modules: Theories of Child Development and Learning in Early Childhood Development, Early Childhood Development Curriculum, Language Arts in Early Childhood Development, Media Science in Early Childhood Development, Planning, Teaching and Assessments in Early Childhood Development, Managing Early Childhood Settings, Models of Early Childhood Development Programmes, Community Development and Early Childhood Programmes, Historical Foundations of Early Childhood Development,

Comparative Education in Early Childhood Development, Social Justice and Early Childhood Development. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.1.2 EDUCATIONAL LEADERSHIP AND MANAGEMENT (2 POSTS)

Applicants must hold a Doctoral Degree in Educational Leadership and Management, a Masters Degree in Educational Leadership and Management and a Bachelor of Education Honours Degree in Educational Leadership and Management and must be able to teach at least four of the following modules: Human Resources Management in Education, Strategic Management, Organisational Development, Managing Change in Organisation, Work Motivation Theories and Practices, Educational Management Theories and Financial Management. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.2 TEACHER DEVELOPMENT DEPARTMENT (3 POSTS)

6.2.1 CHISHONA (1 POST)

Applicants must hold a Doctoral Degree in Chishona, a Masters Degree in Chishona and a Bachelor of Education Degree in Chishona and must be able to teach the following modules: Uvaranomwe HweChishona Hwakanyorwa, Dudziro neMazwi Huye Nemashandisirwo Azvo and Kuvandudzwa Kwemutauro weChishona. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.2.2 RELIGIOUS STUDIES (1 POST)

Applicants must hold a Doctoral Degree in Religious Studies, a Masters Degree in Religious Studies and a Bachelor of Education Degree in Religious Studies and must be able to teach at least four of the following modules: Philosophy of Religious Studies, Old

Testament Studies, World Religious and Phenomenology of Religion, Religious Studies and Ethics, Emerging Issues in Religious and Moral Education. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.2.3 ENGLISH (1 POST)

Applicants must hold a Doctoral Degree in English, a Masters Degree in English and a Bachelor of Education Degree in English and must be able to teach at least four of the following modules: Theories of Language Arts, Introduction to Grammar, Poetry, Literary Theory and Criticism, Non-African Literature and Women in Literature. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.3 TECHNICAL EDUCATION DEPARTMENT (2 POSTS)

6.3.3 BUILDING (2 POSTS)

Applicants must hold a Doctoral Degree in Building Technology and Design, a Masters Degree in Building Technology and Design and a Bachelor of Education Honours Degree in Building Technology and Design and must be able to teach at least four of the following modules: Building Services, Building Renovation and Maintenance, Science of Building Materials, Management and Building Projects, Building Entrepreneurship, Building Drawing 1 and 2, Construction Technology 2, Building Quantities and Architectural Studies. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.4 CURRICULUM STUDIES DEPARTMENT (3 POSTS)

6.4.1 PHYSICAL EDUCATION (3 POSTS)

Applicants must hold a Doctoral Degree in Physical Education, a Masters Degree in Physical Education and a Bachelor of Education Honours Degree in Physical Education and must be able to teach at least four of the following modules: Sport Management and Administration, Individual and Team Sport, Socio Psychology of Sport, Sport Nutrition, Indigenous Games, Sports Coaching and Methodology, Biomechanics of Sport and Field and Track Athletics. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

6.5 JAIROS JIRI CENTRE FOR SPECIAL NEEDS EDUCATION (2 POSTS)

6.5.1 SPECIAL NEEDS EDUCATION (2 POSTS)

Applicants must hold a Doctoral Degree in Special Needs Education, a Masters Degree in Special Needs Education and a Bachelor of Education Honours Degree in Special Needs Education and must be able to teach the following modules: Visual Impairment, Intellectual Disability, Sign Language and Physical and Motor Impairment. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

7.0 HERBERT CHITEPO LAW SCHOOL (3 POSTS)

7.1 Applicants must hold a Doctoral Degree in Law, a Masters Degree in Law and a Bachelor of Laws Honours Degree and must be able to teach at least three of the following modules: Business Enterprises Law, Law and Economic Development, Family Law, Children and the Law, Commercial Law, Accounting for Legal Practice, Law of Succession and Administration of Estates, Mining and Energy Law, Insurance Law, Alternative Dispute Resolution, Law of Banking and Negotiable Instruments, Criminology and Penology, Income Tax Law and Estate Planning, Forensic Medicine and Medical Law. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

8.0 JULIUS NYERERE SCHOOL OF SOCIAL SCIENCES

8.1 SOCIOLOGY AND SOCIAL ANTHROPOLOGY DEPARTMENT (3 POSTS)

8.1.1 PEACE, CONFLICT AND GOVERNANCE (3 POSTS)

Applicants must hold a Doctoral Degree in Peace Studies / Political Science / International Relations / Sociology / Social Anthropology / Politics and Administration, a Masters Degree in Peace Studies / Political Science / International Relations / Sociology / Social Anthropology / Politics and Administration and a Bachelor of Science Honours Degree in Peace Studies / Political Science / International Relations / Sociology / Social Anthropology / Politics and Administration and must be able to teach at least four of the following modules: Conflict Resolution Theory, Election Management, Gender, Conflict and Development, Governance and Politics in Africa, Human Rights and International Institutions, Human Rights Law, Humanitarian and Refugee Studies, International Relations, Leadership, Theory and Practice, Policing and Law Enforcement, Politics of Social Policy, Public Administration, Religion, Conflict and Peacemaking and Transforming Violent Conflicts. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

8.2 HUMAN RESOURCES MANAGEMENT DEPARTMENT (3 POSTS)

8.2.1 POLITICS AND PUBLIC ADMINISTRATION (3 POSTS)

Applicants must hold a Doctoral Degree Political Science / International Relations / Politics and Public Administration, a Masters Degree in Political Science / International Relations / Politics and Public Administration and a Bachelor of Science Honours Degree in Political Science / International Relations / Politics and Public Administration and must be able to teach at least four of the following modules: International Relations, Public Administration, Diplomacy and Political Theory. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

8.3 RURAL AND URBAN DEVELOPMENT DEPARTMENT (4 POSTS)

8.3.1 LOCAL GOVERNANCE STUDIES (3 POSTS)

Applicants must hold a Doctoral Degree on Local Governance Studies, a Masters Degree in Local Governance Studies and a Bachelor of Science Honours Degree in Local Governance Studies and must be able to teach at least four of the following modules: Local Governance Ethics, Rural and Urban Structures and Policy, Local Governance and Land Management, Local Governance Legislations, Civic Society and Local Governance, Traditional Leadership Systems and Local Governance, Housing and Governance, Recreation and Amenities, Development Planning and Administration, Public Sector Corporate Governance, Administration Law, Principles of Local Governance Administration, Spatial Analysis, Local Governance Institutions, Environmental Health, Disaster Management Strategic Management, Local Governance Finance Comparative Local Governance Systems, Project Planning and Development, Local Economic Development and Introduction to Rural and Urban Development. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

8.3.2 URBAN PLANNING AND DEVELOPMENT (1 POST)

Applicants must hold a Doctoral Degree in Rural and Urban Planning, a Masters Degree in Rural and Urban Planning and a Bachelor of Science Honours Degree in Rural and Urban Planning and must be able to teach the following modules: Principles of Surveying, Building Economics, Infrastructure Planning and Plan Design. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

8.3 PSYCHOLOGY DEPARTMENT (1 POST)

8.2.1 COUNSELLING PSYCHOLOGY (1 POST)

Applicants must hold a Doctoral Degree in Psychology, a Masters Degree in Psychology and a Bachelor of Science Honours Degree in Psychology and must be able to teach the following modules: Postmodern Counselling Approaches, Psychotherapy and

Psychopathology and Psychometrics. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Applicants must be registered with the Allied Health Practitioners Council of Zimbabwe. Teaching experience at tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful applicants without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three (3) years of appointment.

9.0 JULIUS NYERERE SCHOOL OF SOCIAL SCIENCES

9.1 CLINICAL PSYCHOLOGIST (1 POST)

Qualifications

Applicants must be registered with the Allied Health Practitioners Council of Zimbabwe as Psychologist. Applicants must have a Doctoral Degree in Clinical Psychology, a Master of Science Degree in Clinical Psychology or equivalent and a Bachelor of Science Honours Degree in Psychology plus five years post registration experience. In addition applicants must have five (5) Ordinary Level passes including English Language and Mathematics.

Personal Attributes

Applicants should be mature, reliable, and responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

Duties and Responsibilities

- Assessing the attitude, behaviour and abilities using various psychological tests;
- Contributing towards the development and implementation of psychological services of the University;
- Interviewing students and staff to understand their psychological requirements and needs;
- Designing and implementing behaviour modification programmes appropriate for the need of students and staff;
- Maintaining accounts of the patients to keep a complete track record.
- Conducting psycho therapy sessions with student and staff where necessary;
- Working in sync with other professionals like social workers, nurses, doctors, occupational therapists and psychiatrists, for the promotion of mental health at the University;
- Dealing with the relatives, parents or loved ones of the students for understanding their problems and offering guidance to the caregivers.

- Providing training to professionals working with children and young people and in service training for university personnel;
- Contributing towards the development of psychological services within the university;
- Providing in a timely manner the necessary reports;

10.0 WORKS AND ESTATES DEPARTMENT

10.1 DIRECTOR, WORKS AND ESTATES (1 POST)

The Director of Works and Estates reports to the Vice Chancellor. The ideal candidate must have at least a first degree in Civil Engineering or related field in the Construction industry. A Master's Degree in Civil Engineering, Diploma in Engineering Management and Diploma in Project Management would be added advantages. Applicants should have at least five (5) years engineering experience in water, waste water, roads, construction and maintenance of physical structures.

DUTIES AND RESPONSIBILITIES

- Physical planning, production of engineering designs and physical development of the University;
- Liaising with external organizations and experts on issues pertaining to the physical development of the University;
- General maintenance of University infrastructure such as the water supply system, waste water, access roads and buildings;
- Ensuring that sporting and recreational facilities such as fields, courts, swimming pools, etc, are maintained in a good, safe and usable state;
- Advising the University on engineering and issues of a technical nature;
- Purchasing and storing of materials for construction and repair of infrastructure as well as the procurement of spare parts for the repair and maintenance of University vehicles; and
- Any other duties as assigned from time to time.

10.2 CLERK OF WORKS (1 POST)

Qualifications

Applicants must have at least Higher National Diploma in Mechanical or Electrical engineering or any other related field, plus one year post qualification. Possession of a relevant degree is an added advantage. In addition applicants must have five (5) Ordinary Level passes including English Language and Mathematics.

Personal Attributes

Applicants should be mature, reliable, ability to efficiently work in a team and coordinate work with schools and departments. In addition, applicants should possess superior interpersonal and communication skills.

Duties and Responsibilities

- Inspecting all building structures;
- Identifying defects and malfunctions and repairing the same;
- Keeping a record of all the maintenance and service activities, which have been conducted in a facility;
- Complying with all corporate policies and the occupational safety and health policies;
- Efficiently managing time, meeting deadlines and completing all tasks assigned by the supervising authority;
- Coordinating work functions with fellow worker and other departments of the organization;
- Preparing quotations and requisitions for maintenance supplies;
- Assisting in the preparation of building construction contact documents and manuals;
- Maintaining building records and Architectural, Structural, Mechanical and Electrical Drawings;
- Ordering parts and equipment and
- Any other duties as assigned.

11.0 VICE CHANCELLOR'S DEPARTMENT

11.1 DIRECTOR, PROCUREMENT (1 POST)

Applicants must have at least a Masters' degree in Purchasing and Supply/ Logistics or equivalent, a first degree in Purchasing and Supply / Logistics or equivalent plus at least five (5) years of progressively relevant post – qualification experience in a purchasing and supply / logistics role. In addition, the applicant must be a member of a recognized professional body such as (CIPS, ZIPS, CILT) with good communication and presentation skills. Thorough knowledge of the Public

Procurement Act and other related laws is a must. The incumbent must be highly ICT literate, possess risk management skills and be a holder of a clean class 4 drivers' licence.

DUTIES AND RESPONSIBILITIES

- Overseeing procurement of goods and services by the University in line with procurement laws;
- Developing and ensuring implementation of the procurement plan for the University;
- Formulating internal controls around the procurement cycle and identifying and managing risks associated with procurement.
- Advising accurately and timeously the Vice Chancellor on all procurement issues;
- Conducting research on procurement, providing guidance and incorporating procurement best practices to ensure the University gets value for money;
- Giving technical advice to University committees and departments on procurement;
- Preparing bidding documents in compliance with provisions of the Public Procurement Act and Disposal of Public Assets Act;
- Preparing evaluation reports including contract award recommendations where necessary;
- Submitting all evaluation reports to the Accounting Officer with confirmation that the procurement process has been conducted in accordance with the Public Procurement Act and other applicable laws;
- Formulating work objectives, directing, supervising and reviewing staff assignments; and
- Any other duties as assigned from time to time.

11.1 PROCUREMENT MANAGER (1 POST)

Qualifications

Applicants must have at least a Masters degree in Purchasing and Supply/Logistics or equivalent plus two (2) years relevant experience **OR** at least a first degree in Purchasing and Supply/Logistics or equivalent plus four years post qualification experience. In addition, the applicant must be a member of a recognized professional body such as (CIPS, ZIPS, CILT) with good communication and presentation skills. Thorough

knowledge of Public Procurement Act and other applicable legal requirements is a must. The incumbent must be highly ICT literate, possess risk management skills and be a holder of a clean class 4 drivers' licence.

Duties and Responsibilities

- Coordinating with other departments of the University on procurement matters;
- Working closely with the Director, Procurement, to establish procurement systems and tools for the University;
- Liaising with suppliers during the procurement processes;
- Providing quality technical guidance and advice on procurement issues;
- Maintaining and updating purchasing records/data and the pricing in the system;
- Assisting in the preparation of bidding documents in compliance with provisions of the Public Procurement and Disposal of Public Assets Act;
- Managing tender procedures, process and procurements contracts;
- Ensuring on-time and in-full delivery of procurement items;
- Servicing of University Committees;
- Supervising junior members of staff in the department;
- Any other duties as assigned from time to time.

11.2 PROCUREMENT OFFICER (1 POST)

Qualifications

Applicants must have at least a first degree in Purchasing and Supply/Logistics or equivalent, and at least one (1) year relevant post - qualification experience in a purchasing and supply / logistics role. Thorough knowledge of the Public Procurement Act and other relevant laws, ICT literacy and risk management skills is a must;

Duties and Responsibilities

- Work closely with all departments in their supply chain activities, right from need identification and specification to product or service delivery;
- Coordinating with other departments of the University on procurement matters;
- Assist in the preparation of bidding documents in compliance with provisions of the Public Procurement and Disposal of Public Assets Act;
- Maintain and update purchasing records/ data and pricing in the system;
- Assist in the production of monthly procurement reports for the Accounting Officer;
- Servicing University Committees;
- Any other duties as assigned by from time to time.

11.3 GRAPHIC DESIGNER (1 POST)

Qualifications

Applicants must have a minimum of a bachelor's degree in Creative Art and Design or equivalent and at least two years post-qualification experience. Extensive knowledge of design programs such as Illustrator, Photoshop, Corel Draw and Freehand as well as

ability to work as part of a team and to operate consumer multimedia equipment such as digital cameras, HD DVD cameras and other information and communication new-technologies is a must. Applicants must have strong computer skills, a flair for creativity, visual sense and confidence to conceptualise and present ideas from briefs emanating from faculties and departments.

Duties and Responsibilities

- Create design solutions that have a high visual impact for various university projects including advertisements, books, newsletters, brochures, magazines and displays for exhibitions;
- Liaise with faculties and departments and understand their needs before making design proposals;
- Assist the Webmaster in monitoring, improving and updating material for posting onto the GZU site; and
- Build an inventory of multi-media equipment and software that will enable the Information and Public Relations directorate to meet university design and publication needs.

NB: Shortlisted candidates will be required to present a design portfolio for assessment.

12.0 SIMON MUZENDA SCHOOL OF ARTS CULTURE AND HERITAGE STUDIES: DEPARTMENT OF ENGLISH AND MEDIA STUDIES

ENGLISH AND MEDIA STUDIES CAMPUS RADIO STATION

12.1 PRODUCER – NEWS AND CURRENT AFFAIRS -TELEVISION (1 POST)

Applicants must have at least a Bachelor of Arts Honours degree in Media Studies or Journalism and five (5) years post-qualification experience. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, hardworking, reliable, responsible and prepared to

work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Producing related various running and upcoming programmes;
- Producing films, documentaries, dramas and soapies;
- Selecting television news and current affairs content that suits best to the programme or event;
- Checking guidelines and work plan of news;
- Making use of current technology to instruct students on television news production; and
- Any other duties as assigned from time to time.

13.0 DEPARTMENT: INFORMATION AND COMMUNICATION TECHNOLOGY

13.1 INFORMATION SECURITY SPECIALIST (1 POST)

Qualifications

Applicants must have a Master Degree in Computer Science, or Information Security and one (1) year experience in information security or cyber security and must be a Certified Ethical Hacker Training (CEH). Applicants with a Certified Information Systems Security Professional (CISSP) is an added advantage.

Personal Attributes

The applicants must have knowledge of information security standards and procedures, strong working knowledge of operating systems, databases and cyber security issues and principles. In addition, candidates should possess knowledge of authentication, authorization, and access control methods.

Duties and Responsibilities

- Performing the Business Impact Analysis (BIA) on the University's strategic information systems resources and prepares Threat and Risk Assessment Register;
- Participating in University systems-wide Business Continuity Plan and Disaster Recovery Planning, and Incident Response Plans;
- Communicating risks and recommendations to mitigate risks;
- Overseeing all ongoing activities related to the development, implementation, and maintenance of the University's information security policies and procedures;

- Developing information, and cyber security awareness training and education programs;
- Conducting penetration testing and vulnerability assessments;
- Acting proactively to prevent potential disaster situations by ensuring that proper protections are in place, such as intrusion detection and prevention systems, firewalls, and effective physical safeguards; and
- Any other duties as assigned from time to time.

13.2 ANALYST PROGRAMMER - LIBRARY SYSTEMS (1 POST)

Qualifications

Applicants must have minimum of a Master Degree in Computer Science and three (3) years of programming and/or system analysis experience. In addition applicants must have three (3) years' experience maintaining library systems including authentication/authorization, an ILS (preferably KOHA), and other applications.

Personal Attributes

Applicants must have a strong ability to investigate and analyze information and to draw conclusions. In addition, applicants must have ability to develop systems solutions for operational problems and knowledge of computer flow charts and of programming logic and codes.

Duties and Responsibilities

- Developing and maintaining the library Integrated Library Management System, Institutional repository, and other applications to ensure the stability, efficiency, and accessibility of library systems;
- Troubleshooting and resolving issues concerning library systems and access;
- Collaborating with the Electronic Resources librarian on projects related to resource linking, updates electronic resource platforms and holdings management;
- Investigating enhancements to current systems, opportunities for new services, and potential future systems; implement or assist implementing chosen adoptions;
- Supporting staff using library systems;
- Collaborating with other ICT staff to ensure interoperability, communication, and adoption or integration of enterprise systems when possible;
- Creating support documentation, collect reports and backups, maintain project resources related to library systems; and
- Any other duties as assigned from time to time.

13.3 SERVICE DESK ANALYST (1 POST)

Qualifications

Applicants must have at least a Master Degree in Computer Science or Information Technology and minimum of three (3) years prior experience in an enterprise service desk environment. Applicants with ITIL Certification is an added advantage.

Personal Attributes

Applicants should have a strong critical thinking and problem-solving capabilities, excellent customer service orientation and verbal communication skills. In addition, applicants must have knowledge of commonly-used concepts, best practices, and procedures for end user technical support.

Duties and Responsibilities

- Providing first line technical support for all employees and students;
- Answering user support queries, initializing incident investigation, and resolving issues;
- Providing remote support and troubleshooting for IT-related devices and software applications used in administrative business process and academic environments including: networking, wireless, mobile devices, software, and web applications;
- Performing problem escalation and manages problem lifecycle according to ITIL framework best practices;
- Performing quality assurance testing for customer-facing devices, configurations, processes, and procedures based on provided quality assurance testing guidelines;
- Maintaining a high degree of business knowledge in the supported business areas and Applications, with deep understanding of operational processes and requirements;
- Training End Users in use of equipment and software;
- Working to continually improve business processes and streamline operational efficiency; and
- Any other duties as assigned from time to time.

13.4 SENIOR SOFTWARE ENGINEER (1 POST)

Qualifications

Applicants must have at least a Masters Degree in Computer Science or equivalent plus two (2) years relevant experience **OR** at least a first degree in Computer Science, or equivalent plus four years post qualification experience. Three (3) years of hands-on software development experience using Java, PHP, C#, SQL Server, MySQL Server, NET Framework, ASP.Net, MW, Laravel PHP web framework, JavaScript, HTML5, CSS3,

AngularJS Bootstrap and Query. Experience and knowledge of Web services development RESTFUL APIs and version control systems. Mobile application development would be an added advantage. Applicants should have a flexible attitude, ability to perform under pressure, commitment to quality and a thorough approach to the work. In addition applicants must have ability to work well within a team.

Duties and Responsibilities

- Planning, developing, testing and documenting computer programs;
- Applying knowledge of programming techniques and computer systems;
- Evaluating user requests for new or modified programs; such as for management information system, to determine feasibility, cost and time required, compatibility with current system and computer capabilities;
- Designing, developing and implementing business applications/ systems for the University according to existing corporate software development standards;
- Producing system and user documentation during the development of systems;
- Testing, debugging and documenting software developed both internally and externally;
- Carrying out maintenance and support of assigned systems;
- Planning how work is to be carried out to meet targets of the project or team task; and
- Any other duties as assigned from time to time.

13.5 SOFTWARE ENGINEER (1 POST)

Qualifications

Applicants must have at least a Degree in Computer Science or Software Engineering, Information Technology or equivalent plus one (1) year post qualification experience. Applicants with experience in Mobile Application Development would be an added advantage. Applicants should have strong skills in WEB application development and ability to perform under pressure. In addition, applicants must have excellent problem solving skill and ability to work well within a team.

Duties and Responsibilities

- Designing, developing and implementing business applications/ systems for the University according to existing corporate software development standards;
- Producing system and user documentation during the development of systems;
- Testing debug and document software developed both internally and externally;
- Carrying out maintenance and support of assigned systems;
- Planning how work is to be carried out to meet targets of the project or team task; and
- Any other duties as assigned from time to time.

13.6 SYSTEMS ADMINISTRATOR (1 POST)

Applicants must have at least a Bachelor of Science degree in Computer Science or equivalent plus at least at least four (4) years post-qualification experience **OR** a relevant Masters degree with two (2) years post qualification experience. Applicants must have knowledge of end user interactions with Active Directory concepts and integrations in a Windows environment. In addition applicants have ability to plan, implement, test, and troubleshoot system software.

DUTIES AND RESPONSIBILITIES

- Maintaining and administering server platforms and operating system components for client/server systems;
- Maintaining telephone servers and call management systems;
- Administering active directory, e-mail, backup and related systems;
- Assisting with the development and integration of new tools for compliance with business unit requirements;
- Testing and installing critical upgrades and security patches;
- Developing and testing backup and restoration procedures;
- Coordinating with systems engineers and technical support team to provide support to escalated problems;
- Maintaining server documentations on hardware and software; and
- Any other duties as assigned from time to time.

13.7 COMPUTER TECHNICIAN (1 POST)

Applicants must have a Higher National Diploma in Computers or equivalent plus one (1) year relevant post – qualification experience. In addition applicants should have a thorough knowledge of computer software and hardware. A relevant degree is an added advantage. Applicants should be able to demonstrate practical knowledge and problem solving strategies and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Installation and testing of new software;
- Ensuring the antivirus software is installed, kept up to date and working properly on all stations;

- Checking new computer equipment on arrival and installing as appropriate;
- Maintaining computer peripheral equipment such as scanners, printers, whiteboards and projectors by ensuring that these are prepared and ready to be used;
- Setting up, maintaining and removing user network accounts where appropriate;
- Liaising with external suppliers for the repair of equipment under warranty or maintenance contract;
- Carrying out routine network maintenance tasks; and
- Any other duties as assigned from time to time.

14.0 LIBRARY DEPARTMENT

14.1 SUB LIBRARIAN – CLIENT SERVICES (1 POST)

Applicants must have at least a Masters degree in Library and Information Sciences or equivalent plus five (5) years post-qualification experience. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Administering client services regulations and policy;
- Participating in Library Administration activities and assigned tasks;
- Establishing routines for effective delivery and quality of service to clients and continuous improvement of systems;
- Developing and managing guidelines that encourage and facilitate intellectual, electronic and physical access to information and learning resources;
- Maintaining the orderliness of Library infrastructure and resources;
- Maintaining the Library automated circulation system including registration of various clients, circulation of general, reserve and various categories of special collections;
- Collecting reference materials, staying up-to-date on the different types of references available and facilitating their organization in a system that is easy to access;
- Developing informational and instructional materials on library services and resources;
- Planning and implementing orientation programmes, client relations, awareness and marketing activities;

- Instructing users in information retrieval from various Library information sources;
- Administering Library revenue and other income generating projects;
- Maintaining discipline among users in accordance with library and university regulations;
- Compiling Library usage statistics and preparing management reports based on these;
- Overseeing the library's general security; and
- Any other duties as assigned from time to time.

14.2 SUB LIBRARIAN – INFORMATION SERVICES (1 POST) (MASHAVA CAMPUS)

Applicants must have at least a Masters degree in Library and Information Sciences or equivalent plus five (5) years post-qualification experience. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Providing overall leadership in the planning, organization and evaluation of the Information Services section;
- Developing procedures and workflow routines which can be used to accomplish objectives and improve efficiency of the Information Services section;
- Administering related information services policy and standard operating procedures (SOPs);
- Participating in Library Administration activities and assigned tasks;
- Developing and maintaining systems to accomplish effective information access and retrieval by students and staff;
- Developing effective procedures for selective dissemination of information and current awareness services to students and staff;
- Developing and coordinating a maintained Information Literacy Skills (ILS) programme for both students and staff;
- Offering Information Literacy Skills (ILS) training to students and staff; and
- Any other duties as assigned from time to time.

14.3 ASSISTANT LIBRARIAN - INFORMATION SERVICES (1 POST)

Applicants must have at least a Bachelor of Science Honours degree in Library and Information Science or equivalent plus three years post qualification experience **OR**

a relevant Masters degree with two (2) years post – qualification experience. A post graduate Diploma in Library and Information Science or equivalent would be an added advantage. Applicants should be mature, reliable and responsible and should be able to work with minimum supervision. In addition, applicants should be prepared to work overtime and should have good communication and presentation skills.

DUTIES AND RESPONSIBILITIES

- Administering library routines that ensure effective delivery and quality of service to clients;
- Providing overall administration of the Branch Library in liaison with the Deputy Librarian;
- Overseeing the implementation of library service policies and procedures;
- Participating in library administration activities and assigned tasks;
- Supervising Branch Library staff and assigning work schedules;
- Making recommendations for library budget considerations and monitoring Branch Library resource expenditure in accordance with the budget;
- Recommending collection development of School orientated educational resources in all formats and overall resource planning in liaison with teaching staff;
- Ensuring optimal access to library collections by Branch Library clients;
- Providing targeted research services to the School's staff and students;
- Offering library instructional services to the School's staff and students;
- Monitoring quality control of the School's catalogued information resources;
- Maintaining a Reserve collection of the School's needs;
- Compiling monthly and annual operational library services and statistics reports;
- Attending School Board meetings on behalf of the University Librarian; and
- Any other duties as assigned from time to time.

14.4 ASSISTANT LIBRARIAN – LIBRARY SYSTEMS (1 POST)

Applicants must have at least a first degree in Library and Information Sciences or equivalent plus five (5) years post-qualification experience. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Administrating and managing the general operations of the department;
- Selecting and developing library resources in consultation of academic staff;
- Acquiring through purchase, donations; gifts and exchanges of both print and non print information resources for the library;
- Identifying, tracking and liason of vendors;

- Establishing processing priorities and appropriate placement of materials in the collections;
- Developing of procedures and workflow routines which can be used to accomplish objectives and improve efficiency;
- Maintaining qualitative, authoritative and accurate bibliographic records by supervising cataloguing and classification and data entry;
- Issuing of Accessions lists And compiling bibliographies based on the collections;
- Conducting Information Literacy Skills programmes for students and staff in liason with the Reader Services Department;
- Conducting Current Awareness Services and Selective Dissemination of Information to staff and students;
- Manning the Reference Desk on a roster basis as Duty Librarian;
- Overseeing the library's general security; and
- Any other duties as assigned from time to time.

15.0 REGISTRY DEPARTMENT

15.1 ASSISTANT REGISTRAR, HUMAN RESOURCES – STAFF WELFARE AND DEVELOPMENT (1 POST)

Applicants must have at least a Masters degree in Human Resource Management, Industrial Relations, Industrial Psychology or a relevant Social Sciences degree or equivalent plus two (2) years post-qualification experience **OR** a relevant Bachelors' degree with four (4) years post-qualification experience. An IPMZ Diploma or equivalent will be an added advantage. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Advising management and assisting all new employees on various staff welfare issues;

- Developing programmes that improve the welfare of staff including receiving them at their appointment;
- Liaising with external stakeholders which offer funeral services, medical aid services and other services to members of staff;
- Ensuring that all safety and health policies, procedures, rules and regulations are adhered to;
- Preparing reports on occurrences and providing statistical information to management;
- Providing counseling and consolation to bereaved members of staff;
- Maintaining and updating records on all environmental issues that affect employees at the workplace;
- Identifying and accessing training and development needs of members of staff;
- Assisting in the training and development members of staff;
- Servicing University committees; and
- Any other duties as assigned from time to time.

15.2 ASSISTANT REGISTRAR, HUMAN RESOURCES (1 POST)

Applicants must have at least a Masters degree in Human Resource Management, Industrial Relations, Industrial Psychology, Law or equivalent plus two (2) post qualification experience OR a relevant Bachelors' degree with four (4) years post qualification experience. An IPMZ Diploma or equivalent will be an added advantage. In addition, applicants must have five (5) Ordinary level passes including English Language. Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Assisting in the recruitment, selection, placement and tenure of employees;
- Maintaining of staff records including the generation of staff statistics and continuous update of the Human Resources Information System;
- Handling matters related to staff discipline and labour relations;
- Identifying and assessing training and development needs of staff and facilitating training programmes;
- Assisting in the training and development members of staff;
- Overseeing industrial labour relations;
- Payroll and staff benefits administration (checks and balances);
- Facilitating the performance appraisal and promotion of staff;
- Assisting in the implementation of Human Resources policies and procedures, including drafting new policies, initiating review of existing policies;
- Liaising with other comparable institutions so as to ensure the University offers competitive conditions of service;

- Supervising of staff in the department;
- Servicing University Committees; and
- Any other duties as assigned from time to time.

16.0 BURSAR'S DEPARTMENT

16.1 ASSISTANT BURSAR – (2 POSTS)

Applicants must have a minimum of a first degree in Accounting / Business Management / Finance and at least four (4) years post-qualification experience **OR** a relevant Masters degree with two (2) years post qualification experience. A full or part professional qualification in ACCA, CIS or CIMA as well as knowledge in Pastel Evolution is an added advantage. Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal communication skills.

DUTIES AND RESPONSIBILITIES

- Supervising the billing, collection, deposit, disbursement and record maintenance of tuition and other fees;
- Participating in the establishment of policies/procedures regarding the above activities;
- Participating in the maintenance of accurate financial records so as to facilitate information flow between the Bursar's Office and other offices throughout the University;
- Participating in the reconciliation of the Bursar's Office records with those of the disbursements and outstanding receivable records;
- Preparing weekly monthly, quarterly and annual reports and analysis;
- Servicing of University Committees as assigned;
- Supervising junior staff in the department; and
- Any other duties as may be assigned from time to time.

NB: Female candidates are encouraged to apply. Police clearance is mandatory for successful candidates.

Applicants must submit six copies of applications of the following: application letter, certified certificates and curriculum vitae giving full details of names, place and date of birth, experience, contact telephone number(s) and names and addresses of three referees to:

**The Deputy Registrar, Human Resources and Legal Affairs
Great Zimbabwe University
P.O. Box 1235
MASVINGO**

The closing date for receipt of applications is Friday, 23 August, 2019.