  **GREAT ZIMBABWE UNIVERSITY**

Great Zimbabwe University is an equal opportunity employer. Applications are invited from suitably qualified and experienced persons to fill the following posts at Great Zimbabwe University.

1. **MUNHUMUTAPA SCHOOL OF COMMERCE**

**LECTURESHIP / SENIOR LECTURESHIP / ASSOCIATE PROFESSORSHIP / PROFESSORSHIP**

* 1. **ECONOMICS DEPARTMENT (1 POST)**

 Applicants must hold a Doctoral Degree in Economics, a Masters Degree in Economics and a Bachelor of Commerce Honours Degree in Economics/Economics and Finance/Marketing and Economics and must be able to teach at least four of the following modules: Microeconomics, Macroeconomics, Economics Statistics, and Mathematics for Economics, Econometrics, International Economics and Mineral Economics. 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.

1. **JULIUS NYERERE SCHOOL OF SOCIAL SCIENCES**
	1. **PSYCHOLOGY DEPARTMENT (1 POST)**

Applicants must hold a Doctoral Degree in Psychology, a Masters Degree in Psychology and a Bachelor of Science Honours Degree in Psychology with at least a 2.1 degree classification and must be able to teach at least two (2) of the following modules: Cognition, Contemporary and Applied Social Psychology, Neuropsychology, Contemporary-Critical Psychology and Psychobiology. Applicants must be registered with the Allied Health Practitioners. 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.

1. **SIMON MUZENDA SCHOOL OF ARTS, CULTURE AND HERITAGE STUDIES**

**LECTURESHIP / SENIOR LECTURESHIP / ASSOCIATE PROFESSORSHIP / PROFESSORSHIP**

* 1. **HISTORY, ARCHAEOLOGY AND DEVELOPMENT STUDIES DEPARTMENT**
		1. **DEVELOPMENT STUDIES/HISTORY (1 POST)**

Applicants must hold a Doctoral Degree in Development Studies/History, a Masters degree in Development Studies/History, a Bachelor of Arts Honours degree in Development Studies/ History and must be able to teach at least four of the following modules: International Relations since 1945, Peace and Security Studies, Governance and Development, Women in African History, History of Southern Africa since 1870. 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.

1. **HERBERT CHITEPO LAW SCHOOL**
	1. **LAW (2 POSTS)**

Applicants must hold a Masters Degree in Law and a Bachelor of Laws Honours Degree obtained from a Roman Dutch Law jurisdiction and must be able to teach at least three of the following modules: Law and Economic Development, Jurisprudence, Law of Delict, Insurance Law, Alternative Dispute Resolution, Banking Law and Payment Systems, Tax Law, Customary Law, Family Law, Gender, HIV/AIDS and the Law, Constitutional Law, Legal Ethics and Professional Training, Human Rights and International Humanitarian

 Law. Ability to teach online will be a distinct advantage. 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.

1. **REGISTRAR’S OFFICE**
	1. **DEPUTY REGISTRAR, ACADEMIC AFFAIRS (1 POST)**

 This is a senior position which requires a highly qualified individual with top organisational skills. The successful candidate will report directly to the Registrar and should have a deep understanding and knowledge of University administration and operations.

**QUALIFICATIONS**

Applicants must have a minimum of a masters degree in any Administration related discipline and at least 5 years post qualification experience at senior management level. The ideal candidate must have served as Assistant/Senior Assistant Registrar or above for at least five years. Applicants with a doctorate degree will have an added advantage. In addition to the above requirements the applicant must possess good communication, presentation and leadership skills.

 **DUTIES AND RESPONSIBILITIES**

 Reporting to the Registrar, the incumbent shall be responsible for **assisting** in the following areas:

* Supervising the process of student admissions, registrations, records and examinations;
* Ensuring the integrity, accuracy, and security of all academic records of current and former students;
* Building secure student data files and set policy and procedure for their responsible use;
* Developing, interpreting and enforcing policies and regulations on academic affairs;
* Monitoring the University’s long and short term plans in accordance with its strategy;
* Developing the academic registry departmental budget;
* Maintaining up-to-date course schedules, catalogues and final examination schedules;
* Managing the efficient use of classrooms;
* Supervising and maintaining the degree audit systems;
* Supervising the processes for the articulation of transfer credits, graduation and certification of bachelors and masters degrees, enrolment and degree verification, production of official transcripts, and diplomas;
* Counseling /advising students and staff on academic matters;
* Maintaining contacts with business and all stakeholders whose functions and operations directly interface on the work of Great Zimbabwe University;
* Supervising functions of School Administrators;
* Servicing of Committees of Council and Senate; and
* Any other duties as assigned from time to time.

* 1. **DEPUTY REGISTRAR, HUMAN RESOURCES AND LEGAL AFFAIRS (1 POST)**

***(Re-advertisement, members who applied previously need not reapply)***

This is a senior position which requires a highly qualified mature individual with expertise in Legal Affairs and Human Resource Management. The successful candidate will report directly to the Registrar and should have a deep understanding and knowledge of University administration and operations.

**QUALIFICATIONS**

Applicants must have a minimum first degree in Law and at least 10 years post qualification experience OR a Master’s degree in Law, Human Resources Management, Masters Business Administration, Masters in Commerce or equivalent. He/ She must have five (5) years post qualification experience at senior management level. The person should have a sound knowledge of Labour Law, be a registered Legal Practitioner with good communication and presentation skills. Possession of qualifications in Labour Law will be more desirable and an added advantage too.

 **DUTIES AND RESPONSIBILITIES**

* Ensuring that the University is in compliance with all regulatory frameworks pertaining to labour regulations and that heads of departments are kept up to date with changing labour legislation;
* Developing a sound Human Resources Strategy for the University;
* Coordinating the development and management of an effective human resources information systems (HRIS);
* Leading and directing the Human Resources team to deliver a comprehensive Human Resources service to the University.
* Instituting cost effective and integrated Human Resource models, processes and systems;
* Providing legal advice and guidance on various legal issues, prosecuting cases in courts, disciplinary committee and litigation management;
* Assisting in document preparation and drafting of contracts, leases and other important legal documents;
* Assisting the University to comply with various legal requirements;
* Ensuring that legal documents and other contractual documents are effectively drafted, reviewed, interpreted and vetted;
* Working in close liaison with Proctors for an effective staff and student disciplinary system;
* Facilitating the recruitment and selection of staff;
* Formulating and implementing human resource related policies and procedures;
* Overseeing the University’s performance management and promotion systems;
* Supporting current and future University needs through the development, motivation and retention of the human resource
* Providing strategic guidance in respect of organisational development and human capital management that are appropriate to the University’s environment;
* Supporting the training function of the University through developing and implementing training programmes;
* Ensuring that proper occupational health and safety policies and procedures are in place in accordance with relevant legislation;b and
* Any other duties as assigned from time to time.
1. **LIBRARY DEPARTMENT**
	1. **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, organisation 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.
1. **BURSAR’S DEPARTMENT**
	1. **ASSISTANT BURSAR – (1 POST)**

Applicant 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. Applicant 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 30 January, 2021.**