



GREAT ZIMBABWE UNIVERSITY

Great Zimbabwe University is an equal opportunity employer. Female candidates are encouraged to apply. Applicants are invited from suitably qualified and experienced persons to fill the following positions:

1. FULL-TIMELECTURESHIP / SENIOR LECTURESHIP / ASSOCIATE PROFESSORSHIP/ PROFESSORSHIP

1.1 MUNHUMUTAPA SCHOOL OF COMMERCE

1.1.1 BERNARD CHIDZERO GRADUATE BUSINESS SCHOOL (1 POST)

Applicants must hold a Doctoral Degree in Banking and Finance/Business Management/Accounting/Economics, a Masters Degree in Banking and Finance/Business Management/Accounting/Economics and a Bachelor of Commerce Honours Degree in Banking and Finance/Business Management/Accounting/Economics and must be able to teach at least two of the following modules: Commercial Law, Operations Management, Project Management, Monitoring and Evaluation, Strategic Management, Corporate Governance and Business Ethics. Applicants who can show some progress towards acquiring a relevant Doctoral Degree may be considered. Teaching experience at tertiary or University level, industrial experience and 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.

1.1.2 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, 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.

2. DIRECTOR, LEGAL AFFAIRS (1 POST)

This is a senior position which requires a highly qualified individual with expert knowledge in administrative and commercial law as well as labour relations issues. The incumbent must have solid negotiation skills, an ability to be strategic with a strong command on operations, an eye for detail and accuracy and commendable leadership

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 at least a master's degree in Law and a relevant first degree plus at least five (5) years relevant work experience. In addition, the applicant should be a Registered Legal Practitioner with good communication and presentation skills. Possession of a Diploma in Labour Law/Relations will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Provides leadership to the legal department and legal leadership across the University by implementing initiatives and processes in order to set standards and reinforce a culture of integrity, quality, ethical behavior and responsibility across the institution;
- Develops the Legal Services team in all legal corporate affairs , implement and maintain key legal processes that relate to legal drafting, negotiations, and commercial settlement agreements;
- Lead responsibility in the development and application of best practice in legal matters covering policies, procedures and the necessary controls and records;
- Identifies the legal risks and implications of all University transactions, keeping senior management in all departments informed of developments in the laws and regulations that potentially affect their operations;
- Maintains and applies appropriate legal policies to guide processes across the University. To employ legal protocols and toolkits as necessary to ensure practices are effective and compliant with regulations. Provide training and support to stakeholders and wider communities, to drive best practice and compliance into these communities;
- Prosecute cases in courts and disciplinary committees;
- Assists in documentation preparation and drafting of contracts, Memorandum of Understanding, leases, etcetera;
- Ensures that legal documents and other contractual documents are effectively drafted, reviewed, interpreted and vetted;
- Works in close liaison with Proctors for an effective student and staff disciplinary system; and
- Any other duties as assigned from time to time.

3. BURSAR'S DEPARTMENT

3.1 STORES CLERK (1 POST)

Applicants should have at least a National Diploma in Purchasing and Supply/Stores Management plus five (5) years continuous work experience. In addition, applicants must be able to work under pressure and meet deadlines.

DUTIES AND RESPONSIBILITIES

- Maintains and updates records
- Receives and issues stocks using stock cards/pastel system
- Maintains materials, equipment or supplies inventory
- Report discrepancies between physical counts and system records

- Safeguard the warehouse
- Report on damaged and expired inventory
- Stock taking
- Safe keeping of stocks and security items
- Any other duties as assigned from time to time.

***Police clearance is a MUST for successful candidates.**

APPLICATIONS

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 Director, Human Resources

Great Zimbabwe University

P. O. Box 1235

MASVINGO

The closing date for receipt of applications is Friday, 3 July, 2020. Only shortlisted applicants will be contacted.