



GREAT ZIMBABWE UNIVERSITY



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

1.0 DEANSHIP POSTS

1.1 Dean, Herbert Chitepo School of Law (1 Post)

1.2 Dean, School of Natural Sciences (1 Post)

1.3 Dean, Munhumutapa School of Commerce (1 Post)

Deanship is a senior position in the University with incumbents being chief academic and administrative officers in Schools. The Dean's position is a full-time contract appointment, for a period of up to four years, subject to renewal on satisfactory performance.

Desired Attributes

The Dean should: -

- Have an earned doctorate in the area of specialty
- Be a scholar of note with credibility among his/her academic peers
- Offer academic leadership
- Be innovative
- Be able to plan effectively and to inspire and motivate staff in the School
- Have a strategic vision for his/her School and for the role of the School in the institution
- Have proven management skills

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; and

- 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.

TEACHING POSTS

2.0 LECTURESHIP / SENIOR LECTURESHIP / ASSOCIATE PROFESSORSHIP / PROFESSORSHIP POSTS

2.1 HERBERT CHITEPO SCHOOL OF LAW

2.1.1 ECONOMICS AND FINANCE DEPARTMENT (2 POSTS)

The ideal candidate must be holder of a Doctoral degree in Financial Engineering/ Mathematics of Finance/ Software Engineering and a relevant first degree with at least a 2.1-degree classification. Must be able to teach at least four of the following modules using online and/or face-to-face methods: Fundamentals of Actuarial Models, Simulation and Financial Modelling, Corporate Financial Engineering, Stochastic Processes in Finance, C++ for Financial Engineers, Java for Financial Engineering and Visual Programming Concept. Candidates who possess evidence of progress towards acquiring a relevant doctoral degree will be. Teaching experience at Tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

2.2 SIMON MAZORODZE SCHOOL OF MEDICAL AND HEALTH SCIENCES

2.2.1 INTERNAL MEDICINE/ PHYSICIAN (1 POST)

Applicants must possess at least a Masters degree in Medicine or equivalent and an undergraduate degree in Medicine such as MBChB or equivalent. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The applicant must be registered or registrable as a Physician by the Medical and Dental Practitioners Council of Zimbabwe. The suitable candidate is expected to teach introduction to medicine and internal medicine to medical students in their clinical years and junior medical doctors and provide specialist physician services at both the upgraded Masvingo Provincial Teaching Hospital and Mashava Teaching Hospital as part of public health services.

2.2.2 CLINICAL PHARMACOLOGY (2 POSTS)

Applicants must possess at least a Masters degree in Clinical Pharmacology or equivalent. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The suitable candidate will be responsible for teaching Clinical Pharmacology and Clinical Pharmacokinetics to Biomedical and Medical students at the Simon Mazorodze School of Medicine and Health Sciences.

2.2.3 MEDICINAL CHEMISTRY / PHARMACEUTICAL CHEMISTRY (1 POST)

Applicants must possess at least a Masters degree in Medicinal Chemistry, Pharmaceutical Chemistry, Pharmacy, Biotechnology, Biochemistry or Applied Chemistry. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The suitable candidate will be responsible for teaching Medicinal Chemistry or Pharmaceutical Chemistry to students at University's Simon Mazorodze School of Medical and Health Sciences.

2.2.4 HERBAL MEDICINE (2 POSTS)

Applicants must possess at least a Masters degree in Herbal Medicine (Natural Medicine), Pharmacognosy, Pharmacy, Biotechnology, Biochemistry, Applied Chemistry, Ethnobotany or equivalent. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The suitable candidate will be responsible for teaching herbal medicine to students at the Simon Mazorodze School of Medicine and Health Sciences.

2.2.5 HISTOPATHOLOGY (3 POSTS)

Applicants must possess at least a Masters degree or related qualification in the related field. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. Applicants must be able to teach undergraduate and postgraduate students in the related field and do project supervision. They must also be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.6 HAEMATOLOGY AND /OR BLOOD TRANSFUSION SCIENCE (2 POSTS)

Applicants must possess at least a Masters degree or related qualification in the related field. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. Applicants must be registered/registerable in the related area. Applicants must be able to teach undergraduate and postgraduate students in the related field and conduct project supervision. The candidate must also be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.7 MEDICAL MICROBIOLOGY (4 POSTS)

Applicants must possess at least a Masters degree or equivalent qualification in Medical Microbiology, Medical Bacteriology, Vaccinology and related fields. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. Applicants must be registered/registerable in the related area. Applicants must be able to teach undergraduate and post graduate students in the related field and conduct project supervision. They must also be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participate in the implementation of the University's Innovation and Industrialisation drive.

2.2.8 CHEMICAL PATHOLOGY (3 POSTS)

Applicants must possess at least a Masters degree in Clinical Biochemistry or Human Genetics or an approved equivalent and an Undergraduate degree in Medical Laboratory Sciences/Biochemistry/ Physiology/MBChB. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. Applicants must be able to teach undergraduate and postgraduate programmes and supervise students' research, perform general departmental and University service, carry out own research and provide a consultancy service to the teaching hospitals' clinical laboratories.

2.2.9 IMMUNOLOGIST (2 POSTS)

Applicants must possess at least a Masters degree or related qualification in the related field and be registered/registerable in the related area. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The candidate must be able to teach undergraduates and postgraduates students in the related field and do project supervision. The candidate must be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.10 RADIOLOGY (1 POST)

Applicants must possess at least a Masters degree in Diagnostic Radiology or equivalent and be registered or registrable as a Radiologist by the Medical and Dental Practitioners Council of Zimbabwe and possess Undergraduate degree in Medicine such as MBChB or equivalent. The suitable candidate is expected to teach Gross Anatomy to Biomedical Science general degree students and Radiology to clinical students and junior medical doctors and provide diagnostic imaging services at both the Upgraded Masvingo Provincial Teaching Hospital and Mashava Teaching Hospital as part of Public Health Services.

NB: Those who previously applied need not to reapply.

2.2.11 BEHAVIOURAL SCIENCES (1 POST)

Applicants must possess at least a Masters degree in Clinical Psychology or its equivalent and a Bachelor of Science Honours degree in Psychology with at least a 2.1-degree classification. Applicants must be registered Clinical Psychologists with the Allied Health Practitioners Council of Zimbabwe. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. Applicants must have teaching experience at tertiary level. Applicants with publications in the field of psychology will be given preference.

NB: Those who previously applied need not to reapply.

2.2.12 BIOMEDICAL ANALYTICS AND INFORMATICS (1 POST)

Applicants must possess at least a Masters degree or related qualification in the related field and a relevant first degree with at least a 2.1-degree classification. They should be registered/registerable in the related area. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The candidate must be able to teach, conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.13 ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING (1 POST)

Applicants must possess at least a Masters degree in Computer Science, Artificial Intelligence, Machine Learning or equivalent and a relevant first degree with at least a 2.1-degree classification. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The candidate must be able to teach undergraduate and postgraduate modules in Artificial Intelligence. Candidates should have knowledge and experience in Programming Languages such as Python, Prolog, R, and experience in AI platforms such as Google, Tensorflow, Dialogflow etc. The candidate must be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.14 BIOPHYSICS AND BIOMEDICAL ENGINEERING (1 POST)

Applicants must possess at least a Master's degree and a relevant first degree with at least a 2.1-degree classification. They must be registered/registerable in the related area. Candidates who possess a doctoral degree in the area or evidence of progress towards acquiring a relevant doctoral degree will be given first preference. The candidate must be able to teach undergraduate and postgraduate students in the related field and conduct project supervision. The candidate must be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialisation drive.

2.2.15 NURSING SCIENCE SUBSPECIALTIES (5 POSTS)

Applicants must be state registered nurses registered with the Nurses Council of Zimbabwe and holders of master's degree post graduate training in any of the specialties especially nursing education, medical surgical nursing, nursing administration, theatre nursing, intensive care anesthesiology and any other subspecialty shall be considered. Suitable candidates are expected to support the establishment of the nursing degree and registered nurse diploma training and be able to teach in the area of specialization to both diploma student nurses and nursing science degree students. The candidates must be able to conduct research in their field of expertise and produce goods and services in line with Education 5.0. nurturing innovation among students and actively participating in the implementation of the University's Innovation and Industrialization drive.

2.3 SCHOOL OF NATURAL SCIENCES

2.3.1 MATHEMATICS (1 POST)

Applicants must hold at least a Masters degree in Statistics/Operations Research/Mathematics and a relevant first degree with at least a 2.1-degree classification. Applicants must be able to teach at least two of the following modules: Stochastic processes, Biostatistics, Stochastic differential equations, Queuing theory and Design & analysis of experiments. Candidates who can show evidence of progress towards acquiring a relevant doctoral degree will be considered. Teaching experience at tertiary level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

2.3.2 COMPUTER SCIENCE (3 POSTS)

Applicants must hold at least a Doctoral degree in Computer Science and a relevant first degree with at least a 2.1-degree classification. Applicants must be able to teach at least two of the following modules: Theory of Computation, Computer Graphics, Discrete Mathematics, Engineering Mathematics, Mobile application development, Parallel and Distributed computing, and Natural Language Processing. Candidates who can show evidence of progress towards acquiring a relevant doctoral degree will be considered. Teaching experience at tertiary level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

2.3.3 STATISTICS AND OPERATIONS RESEARCH (1 POST)

Applicants must hold at least a Doctoral Degree in Statistics/Operations Research/Mathematics and a relevant first degree with at least a 2.1-degree classification. Applicants must be able to teach at least two of the following modules: Stochastic processes, Biostatistics, Stochastic differential equations, Queuing theory as well as Design and analysis of experiments. Candidates who can show evidence of progress towards acquiring a relevant doctoral degree will be considered. Teaching experience at tertiary level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

2.4 GARY MAGADZIRE SCHOOL OF AGRICULTURE AND ENGINEERING

2.4.1 AGRICULTURAL ECONOMICS (1 POST)

Applicants must hold at least a Doctoral degree in Agricultural Economics/ a Masters degree in Economics or equivalent and a relevant first degree with at least a 2.1-degree classification. Candidates who can show evidence of progress towards acquiring a relevant doctoral degree will be considered. The candidate should be able to teach any three of the following modules at both undergraduate and Masters level; Mathematics for Agricultural Economics, Agricultural Marketing and Price Analysis, Microeconomics, International Trade Policy, Macroeconomics, Agricultural Extension, Farm Business Management, Rural Development and Agriculture Policy. Teaching experience at tertiary level and evidence of published research in Agricultural Economics will also be an added advantage.

NB: Those who previously applied need not to reapply.

2.4.2 SOIL SCIENCE (1 POST)

Applicants must hold at least a Doctoral degree in Soil Science and a relevant first degree with at least a 2.1-degree classification. A relevant PhD or enrolment towards attainment of a PhD will be an added advantage. Candidates who can show evidence of progress towards acquiring a relevant doctoral degree will be considered. Successful candidates must be able to teach the following modules at undergraduate level using online and/or face-to-face methods: Soil Physics, Soil Chemistry, Soil Biology and Biochemistry, Soil Mechanics, Analytical methods and instrumentation, Land Management, Reclamation and Rehabilitation. They should also be able to supervise students' research projects, participate in outreach activities, participate in income-generating projects and with the ability to innovate and facilitate service delivery.

NB: Those who previously applied need not to reapply.

2.4.3 WILDLIFE (1 POST)

Applicant must hold a Doctoral degree in Wildlife Management and a relevant first degree with at least a 2.1-degree classification. Candidates progressing towards attaining a doctoral degree would be considered. Successful candidates must be able to teach the following modules at undergraduate level using online and/or face-to-face methods: Ecological Modelling and Spatial Analysis, Wildlife Economics and Entrepreneurship, Reserve Design and Protected Area Management, Safari Operations, Hunting and Taxidermy, and Trans-Boundary Conservation and Wildlife Trade. Teaching experience at Tertiary or University level is mandatory. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

NB: Those who previously applied need not to reapply.

2.5 JULIUS NYERERE SCHOOL OF SOCIAL SCIENCES

2.5.1 LOCAL GOVERNANCE STUDIES (4 POSTS)

Applicants must hold a doctoral degree in Local Governance or equivalent, a Master's degree in Local Governance or equivalent and a Bachelor of Science Honours degree in Local Governance Studies or equivalent with at least a 2.1-Degree class. 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.

Applicants must be able to teach at least four of the following modules:

- Decentralisation and Service Delivery
- Local Government Financial Management
- Human Capital Management
- Social Planning and Community Development
- Land, Housing and Estates Management
- Disaster Management
- Local Economic Development and Strategic Planning and Management

2.5.2 REGIONAL AND URBAN PLANNING (3 POSTS)

Applicants must hold a Doctoral Degree in Rural and Urban Planning or Related discipline, a Master's Degree in Rural and Urban Planning or equivalent and a Bachelor of Science Honours Degree in Rural and Urban Planning or equivalent with at least a 2.1-Degree class. 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.

Applicants must be able to teach at least four of the following modules:

- Planning Practice
- Law and Ethics
- GIS and Earth Observations
- Techniques in Spatial Economic Analysis
- Urban Design Studio and 3d Cad
- Design Studio for Building Plans
- Planning Techniques and Research Methods
- Design Studio: Spatial Plans and 2d Cad
- Regional Planning
- Urban and Regional Economics and Environmental Design.

3.0 NON TEACHING POSTS

3.1 VICE CHANCELLOR'S DEPARTMENT

3.1.1 DIRECTOR SECURITY SERVICES (1 POST)

The ideal candidate must have at least a Master's Degree in Security and Risk Management and a first degree in Security and Risk Management or equivalent. A Diploma in Security

Management would be an added advantage. Applicants should have at least ten (10) years' experience in the security service of which four (4) must be at supervisory level.

Personal Attributes:

Applicants should be mature, hardworking, reliable, responsible, have proven ability to manage crisis and emergency incidents, and comprehensive understanding of physical security systems. In addition, applicants should possess excellent written and verbal communication, presentation, organisation, leadership and planning skills.

3.1.2 ASSISTANT INTERNAL AUDITOR (2 POSTS)

QUALIFICATIONS AND EXPERIENCE

Applicants must possess a first degree in Accounting/ Auditing from a recognized University and IIA/ACCA/ ICAZ/ CPA qualifications. Candidates must have at least one-year experience in the relevant field. Possession of an ICT qualification/ Certification and knowledge of University operations will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Assist in the carrying out of Audits and systems reviews of the University operations ensuring compliance with relevant policies and procedures;
- Assist in the carrying out of special Audits as requested by management;
- Assist in the preparation of Audit reports in line with Auditing standards; and
- Carry out other duties relating to Audit as assigned.

3.1.3 INFORMATION COMMUNICATION TECHNOLOGY AUDITOR (1 POST)

QUALIFICATIONS AND EXPERIENCE

Applicant must possess at least a Bachelor's degree in Computer Science/ Information Systems/ related fields plus at least 2 years relevant experience. They must have CISA or CISM certifications or be QICA certified. Possession of PMP, PRINCE2, COBIT, ITIL, CRISC, CISSP as well as affiliation to ISACA, PMI, IIA etc will be an added advantage

DUTIES AND RESPONSIBILITIES

- Executing audit assignments that are specialist in nature and providing an independent opinion on the risk and control environment;
- Conducting IT security audits (e.g network, operating system and data center), including evaluating if security vulnerabilities are properly identified and mitigated;
- Performing various other reviews of IT management policies and procedures to ensure that controls surrounding these processes are adequate;
- Developing, building and implementing tools (e.g ACL, SQL and excel queries) to analyse data to improve audit efficiency and effectiveness;
- Performing data analysis on complex data sets to provide meaningful information and insight to internal and external stakeholders
- Conducting IT audits and review of systems, applications and IT processes operated by the University;
- Performing pre and post - implementation reviews of system implementations or enhancements.

3.2 RESEARCH AND INNOVATION DEPARTMENT

3.2.1 TECHNOLOGY TRANSFER, LICENSING AND COMMERCIALIZATION (TTLC) / INTELLECTUAL PROPERTY (IP) MANAGER (1 POST)

Reporting to the Director Research and Innovation, the TTLC / IP Officer will be responsible for the identification, protection and commercial exploitation of intellectual property (technology) developed by the University researchers through a variety of commercial arrangements including licensing and start-up company creation and registration.

QUALIFICATIONS AND EXPERIENCE

Applicants must possess a Masters degree in Intellectual Property and a Bachelor`s degree in Business, Law or other related discipline plus at least three (3) years working experience in the field of technology transfer and Intellectual Property (IP) management. Possession of a Ph.D in a related field will be an added advantage. The candidate must possess good leadership, communication and interpersonal skills.

DUTIES AND RESPONSIBILITIES

- Management of disclosures, non-disclosures and IP databases in the university;
- Drafting of IP documents and reviewing the documents;
- Registering of IPR with relevant bodies;
- Assist researchers in identifying research that leads to innovation;
- Developing internal systems for the exploitation of intellectual work and registration of Intellectual Property rights and patents by staff and students;
- Advising the university on matters regarding innovation and technology transfer to enable the university to benefit from student and staff innovative research;
- Developing a framework and SOP for intellectual property protection and development;
- Monitoring copyrights and trademarks of innovations and technology created by both staff and students;
- Conducting IP audit, training and advisory services; and
- Performing any other duties as may be delegated by the Director, Research and Innovation.

3.2.2 PROJECT ASSISTANT (1 POST)

QUALIFICATIONS AND EXPERIENCE

Applicants must possess a first degree in Computer Science, Software Engineering, Information Technology, or any relevant field. The ideal candidate should have proven experience in web and software development, including coding and project design, strong problem- solving skills and a commitment to continuous self-development, excellent interpersonal and communication skills to facilitate effective collaboration as well as experience in project management and the ability to coordinate multiple projects simultaneously.

DUTIES AND RESPONSIBILITIES

- Assisting innovators with research activities, providing technical expertise in web and software development;
- Working closely with innovators to develop and test prototypes, ensuring they meet project requirements and objectives;
- Designing and implementing impactful solutions that enhance project outcomes, focusing on innovation and practicality;
- Coordinating and managing projects, including scheduling, resource allocation and progress tracking to ensure timely completion;
- Providing ongoing technical support for various projects, troubleshooting issues and optimizing solutions;
- Identifying and specifying the necessary equipment and materials for project development and prototyping
- Maintaining detailing documentation of project progress, budgets and outcomes.
- Preparing periodic reports for the Director of Research and Innovation;
- Performing any other duties assigned by the Director of Research and Innovation to support the success of the Innovation Hub.

3.3 SIMON MAZORODZE SCHOOL OF MEDICAL AND HEALTH SCIENCES

3.3.1 LABORATORY TECHNICIANS (2 POSTS)

Applicants must possess at least a Bachelor's degree in Chemistry, Biotechnology, Science Education, Applied Chemistry, Pharmacognosy or Ethnobotany. A degree and technical experience in these disciplines will be an added advantage. He or she will be responsible for preparation of practicals for students, general laboratory work, ordering of equipment and consumables, medicinal plant collection, cultivation of medicinal plants. He or she will also assist in the manufacturing of natural medicinal products and any other duties assigned to him/her.

3.3.2 MEDICAL LABORATORY TECHNOLOGIST (5 POSTS)

Applicants must be in possession of a Bachelor of Medical Laboratory Sciences (HBMLS) degree, Bachelor of Science in Biotechnology, Bachelor of Science in Biological Sciences or a Diploma in Medical Laboratory Technology with specialisation in Microbiology, Immunology, Clinical Biochemistry or plus five (5) Ordinary Level passes including Mathematics and English Language. A minimum of one (1) year working experience in a medical/veterinary diagnostic or research laboratory environment is essential. A background of Laboratory Quality Management System implementation would also be an added advantage.

3.4 SECURITY SERVICES DEPARTMENT

3.4.1 SECURITY OFFICER (2 POSTS)

The ideal candidate must have a minimum of a first degree in the following areas: Security and Risk Management; Police and Security Studies; Security and Intelligence; Security Management; and Security and Disaster Management Studies. The candidate must have at least eight (8) years' experience of which two (2) must be at supervisory position in the security sector.

PERSONAL ATTRIBUTES

Reporting to the Deputy Director Security Services, the incumbent must be a team player, honest, mature, professional, hardworking and possess no criminal record. Comprehensive understanding of physical security systems is a must and in addition, applicants should possess excellent written and verbal communication skills.

DUTIES AND RESPONSIBILITIES

- Supervising security guards in shifts systems through Sergeants.
- Carrying out investigations.
- Leading teams in carrying out searches, patrols and premise inspections.
- Training and development of subordinates.
- Record management and maintenance of discipline within the Department.
- Carrying out security and risk management awareness campaigns and comprehensive security surveys.
- Advising superiors on matters of security concern.
- Assisting law enforcement agents in their operations when matters concern the University.
- Gathering security related information from a variety of sources such as law enforcement databases, surveillances, field observations, intelligence networks or geographic information systems.
- Designing and implementing innovative security operational strategies to safeguard all forms of University assets.
- Compiling informative weekly and monthly reports.
- Gathering intelligence to determine the level of security threats and vulnerabilities.
- Managing the security and storage of information, evidence and documents related to investigations.
- Any other duty that may be assigned from time to time by the supervisor

3.5 BURSAR'S DEPARTMENT

3.5.1 RISK OFFICER (1 POST)

QUALIFICATIONS

Applicants must possess at least a Masters degree in Risk Management and Insurance, Accounting, Finance, Business Studies or Economics and at least two (2) years post qualification experience OR a Bachelor's degree in Risk Management and Insurance, Accounting, Finance, Business Studies or Economics and at least four (4) years post qualification experience. Possession of a professional qualification such as Institute of Chartered Secretaries and Administrators (ICSA), Chartered Institute of Management Accountants (CIMA) or Association of Certified Chartered Accountants, (ACCA) will be an added advantage.

DUTIES AND RESPONSIBILITIES

- Undertaking a comprehensive risk assessment for all University departments;
- Maintaining University Risk Registers and ensuring departments have updated registers;
- Monitoring the progress of risk mitigation activities;
- Liaising with individual Units to identify challenges they face in the process of managing risks;

- Compiling monthly risk management reports;
- Championing risk awareness in the University;
- Formulating and recommending risk mitigation plans, policies and protocols;
- Maintaining and reviewing the University Risk Management Framework;
- Championing the compilation and review of the University's Strategic Risk register;
- Quantifying risk limits;
- Liaising with the Safety Officer on all issues pertaining to risk inherent in Occupational Health and Safety;
- Any other duties as may be assigned by the immediate supervisor.

NB: Those who previously applied need not to reapply.

3.6 STUDENTS AFFAIRS DIVISION

3.6.1 KITCHEN PORTER (2 POSTS)

Applicants must have a Certificate in Catering or related fields plus at least one (1) year working experience. Applicants should have a flexible attitude, ability to perform under pressure, commitment to quality and a thorough approach to work. In addition, applicants should possess superior interpersonal and communication skills.

DUTIES AND RESPONSIBILITIES

- Washing pots and pans;
- Keeping floors clean;
- Sanitising food preparation areas;
- Helping with food preparation work; and
- Any other duties as assigned by the supervisor.

3.7 WORKS AND ESTATES DEPARTMENT

3.7.1 ELECTRICIAN (1 POST)

Applicants must have at least a Journeyman Class One/Two Certificate Electrician and two (2) years working experience. In addition, applicants must have five (5) ordinary level passes including English Language. Testimonials and/or recommendations from previous employers should be attached.

DUTIES AND RESPONSIBILITIES

- Analysing the structure/ building plan in order to come up with routes or channels for electrical pipes as and when necessary;
- Installing electrical equipment as and when necessary;
- Maintaining electrical plant and equipment in accordance with set standards and regulations on an ongoing basis;
- Assisting in the preparation of the workshop budget;
- Identifying materials to be purchased
- Originating relevant documents e.g. internal requisitions and job card, goods received voucher and internal movement of assets as and when necessary.

- Supervising and developing subordinates;
- Attending to internal electrical queries as and when necessary.
- Maintaining asset register for board electrical equipment and appliances e.g. circuit diagrams, crimping tools dialing machines etc.
- Any other work related duties as assigned by the superior.

Female candidates and persons with disabilities are encouraged to apply. Police clearance is mandatory for successful candidates.

APPLICATIONS

To apply, visit **careers** on the Great Zimbabwe University website <https://www.gzu.ac.zw/>

The closing date for receipt of applications is Sunday, 10 November 2024. Only shortlisted applicants will be contacted.