



GREAT ZIMBABWE UNIVERSITY



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

TEACHING POSTS

1.0 LECTURER/SENIOR LECTURER/ASSOCIATE PROFESSOR/PROFESSOR

1.1 JULIUS NYERERE SCHOOL OF SOCIAL SCIENCES

1.1.2 PSYCHOLOGY (1 POST)

The ideal candidate must hold a Doctoral Degree in Psychology, a Master of Science Degree in Psychology and an honours degree in Psychology. Teaching experience at the 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 three of the following modules: Research Methods and Statistics, Neuropsychology, Psychopathology and Psychometrics at both undergraduate and Masters Level.

1.2 GARY MAGADZIRE SCHOOL OF AGRICULTURE AND ENGINEERING SCIENCES

1.2.1 ELECTRICAL ENGINEERING (1 POST)

Applicants must hold at least a Masters degree in Electrical Engineering and a relevant first degree with at least a 2.1-degree classification. Possession of a relevant PhD or enrolment towards attainment of a PhD will be an added advantage. Successful candidates must be able to teach the following modules at undergraduate Digital Electronics, Analogue Electronics, Power Electronics, Advanced Power Electronics and Embedded Systems. They should also be able to supervise students research projects, participate in outreach activities, participate in income-generating projects and the ability to innovate and facilitate service delivery.

1.2.2 MECHANICAL ENGINEERING (1 POST)

Applicants must hold at least a Masters degree in Mechanical Engineering and a relevant first degree with at least a 2.1-degree classification. Possession of a relevant PhD or enrolment towards attainment of a PhD will be an added advantage. Successful candidates must be able to teach the following modules at undergraduate level using online and/or face-to-face methods: Engineering Drawing and Design, Computer Aided Drawing, Thermodynamics and Engineering Materials. They should also be able to supervise students research projects, participate in outreach activities, participate in income-generating projects with the ability to innovate and facilitate service delivery.

1.2.3 MINING ENGINEERING (2 POSTS)

Applicants must hold at least a Masters degree in Mining Engineering and a relevant first degree with at least a 2.1-degree classification. Possession of a relevant PhD or enrolment towards attainment of a PhD will be an added advantage. Successful candidates must be able to teach the following modules at undergraduate level using online and/or face-to-face methods: Minerals and Mining Engineering, Workshop Practice, Surface Mining Technology, Underground Mining Technology and Fundamentals of Geology. 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.

1.2.4 CIVIL ENGINEERING (1 POST)

Applicants must hold at least a Masters degree in Mining Engineering 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: Engineering Geology, Geomechanics, Innovation and Creativity/ Industrilization in Civil Engineering, Civil Engineering Materials and Design Structures. 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.

NON-TEACHING POSTS

2.1 VICE CHANCELLOR'S OFFICE

2.1.1 DIRECTOR, WORKS AND ESTATES (1 POST)

Reporting to the Vice Chancellor, the ideal candidate must have at least a first degree in Civil Engineering, Chemical Engineering, Industrial Engineering, Mechanical Engineering, Electrical Engineering and Structural Engineering or equivalent. A Master's Degree in any Engineering field would be an added advantage. A diploma in Project Management, knowledge and proficiency in AutoCAD are desirable qualifications. Applicants should have at least five (5) years engineering experience in water, wastewater, 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 organisations 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 technical nature;
- Purchasing and storing of material for construction and repair of infrastructure as well as the procurement of spare parts for the repair and maintenance of University vehicles;
- Complying with all corporate policies and the occupational safety and health policies;
- Maintaining building records and Architectural, Structural, Mechanical and Engineering Drawings; and
- Any other duties as assigned from time to time.

2.2 BURSAR'S DEPARTMENT

2.2.1 DEPUTY BURSAR (1 POST)

Applicants must have a minimum of a Master's degree in Strategic Management, Administration or equivalent and a first degree in Accounting, Economics, Finance, Investment OR a full professional qualification such as CIS/ACCA/CIMA. Applicants must be a member of a professional board and/ or registered as Public Accountant. Knowledge of Pastel System is a requirement. Applicants should have at least five (5) years post qualification experience. Applicants should be mature, high integrity, excellent written and oral communication skills, good interpersonal skills and organisational skills and the ability to multitask.

DUTIES AND RESPONSIBILITIES

- Developing, monitoring, evaluation and reviewing of financial regulations, policies and Standard Operating Procedures in liaison with the Bursar;
- Coordinating budgetary planning and control of approved budgets;
- Appraising of Schools/Units/Departments' project proposals and providing financial guidance;
- Liaising with Schools/Units/Departments' on planning financial forecasts and implementation of projects;
- Authorising expenditure and approval of payments for all Projects Accounts including the Research Board Project Account;
- Analysing accounts and operations to establish project performance and monitor compliance with accounting procedures, applicable laws and regulations;
- Preparing of periodic and annual Project Financial Reports;
- Monitoring and recommending review of University operations, processes and systems;
- Overseeing the maintenance of the inventory for all goods received and issued;
- Supervising of staff in the Planning and Stores Sections;
- Providing of secretarial services to University Committees;
- Ensuring timely and accurate management reports;
- Monitoring and control expenditure;
- Ensuring maintenance of an accurate Asset Register;
- Ensuring expenditure is properly classified and authorized;
- Assisting with strategic planning;
- Assisting in the preparation of Financial Accounts;
- Identifying and managing risk; and
- Any other related duties as assigned by the Bursar.

2.2.2 ASSISTANT BURSAR (1 POST)

The ideal candidate must have at 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 at least two (2) years post qualification experience. A full or part professional qualification in CIS/ACCA/CIMA as well as knowledge of Pastel Evolution is an added advantage. Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. Applications should also be in a possession of five (5) 'O' level passes including English and Mathematics or Accounts. In addition, applicants should possess superior interpersonal and 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 department; and
- Any other duties as may be assigned from time to time.

2.2.3 ACCOUNTING ASSISTANT (7 POSTS)

The ideal candidate must have at least a National Diploma or a Higher National Diploma in Accounting. Possession of a first degree in Accounting and knowledge of Pastel accounting would be added advantages. Applications should also be in a possession of five (5) 'O' level passes including English and Mathematics or Accounts

DUTIES AND RESPONSIBILITIES

- Receipting of monies from students and suppliers;
- Reconciling of physical cash and receipts before handing it over for safe keeping and banking;
- Banking of all monies collected and receipted;
- Assisting in preparation of student debtors schedule for Audit;
- Maintenance of student Debtors Ledger and attending to students queries;
- Reconciling students' direct deposits with bank statement and
- Capturing of receipts into the system

2.3 GARY MAGADZIRE SCHOOL OF AGRICULTURE AND ENGINEERING SCIENCES

2.3.1 TECHNICIAN MECHANICAL ENGINEERING (1 POST)

Applicants must hold at least a Diploma in Mechanical Engineering. Possession of a degree in Mechanical Engineering is an added advantage.

DUTIES AND RESPONSIBILITIES

- Supervising laboratory & workshop activities;
- Preparing tools, equipment and consumables for practical work;
- Maintaining and repairing tools, equipment and machinery;
- Managing inventory of consumables and advising on reorder level;
- Ordering of equipment, tools, materials and consumables for the department;
- Working with students and lecturers on research projects in the department;
- Provide specialist instructions supporting high quality student learning and maintaining a clean and safe laboratory & workshop environment;
- Carrying out any other duties as assigned by the Head of department.

2.3.2 TECHNICIAN ELECTRICAL ENGINEERING (1 POST)

Applicants must hold at least a Diploma in Electrical Engineering. Possession of a degree in Electrical Engineering is an added advantage.

DUTIES AND RESPONSIBILITIES

- Supervising laboratory & workshop activities;
- Preparing tools, equipment and consumables for practical work;
- Maintaining and repairing tools, equipment and machinery;
- Managing inventory of consumables and advising on reorder level;
- Ordering of equipment, tools, materials and consumables for the department;
- Working with students and lecturers on research projects in the department;
- Provide specialist instructions supporting high quality student learning and maintaining a clean and safe laboratory & workshop environment;
- Carrying out any other duties as assigned by the Head of department.

2.3.3 TECHNICIAN MINING ENGINEERING (1 POST)

Applicants must hold at least a Diploma in Mining Engineering. Possession of a degree in Mining Engineering is an added advantage.

DUTIES AND RESPONSIBILITIES

- Supervising laboratory & workshop activities;
- Preparing tools, equipment and consumables for practical work;
- Maintaining and repairing tools, equipment and machinery;
- Managing inventory of consumables and advising on reorder level;
- Ordering of equipment, tools, materials and consumables for the department;
- Working with students and lecturers on research projects in the department;
- Provide specialist instructions supporting high quality student learning and maintaining a clean and safe laboratory & workshop environment;
- Carrying out any other duties as assigned by the Head of department.

2.4 STUDENT AFFAIRS DIVISION

2.4.1 NURSING SISTER (4 POSTS)

The ideal candidate must have at least a Diploma in General Nursing (R.G.N) and a Diploma in Midwifery Education or equivalent. Possession of a Bachelor of Science degree in Nursing Sciences and a Certificate in Family Planning is an added advantage. Applicants should also be in possession of five (5) Ordinary level passes including English Language and a Science subject. Applicants must also have at least two (2) years post qualification experience, be able to work under pressure and with minimum supervision.

DUTIES AND RESPONSIBILITIES

- Managing University Clinics by restocking drugs;
- Providing hands on care to University patients;
- Administering medications to University patients;
- Observing and monitoring patients' conditions;
- Maintaining records of all patients;
- Referring complicated cases to the Sessional Doctor;
- Promoting wellness by offering wide range of services;
- Disseminating information on various diseases and participating in awareness;
- Carrying out any other duties as assigned by the Dean of Students.

2.4.2 AMBULANCE TECHNICIAN (1 POST)

Applicants must have at least five (5) 'O' Level passes and possess a Clean Class Two (2) driver's licence. In addition, applicants must have a valid Defensive Driving Certificate, a valid Red Cross First Aid Certificate and a minimum of five (5) years' experience driving an ambulance. Applicants must be mature and able to work with students and staff as an Ambulance Driver. 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

- Providing basic life support services as well as giving supportive care to patients and maintaining them after resuscitation thereby acting as an entry – level patient care provider;
- Providing daily first health care professional service on the scene of accident or medical emergency;
- Providing pre – hospital emergency care en route to the preferred medical Centre;
- Providing First Aid Training to staff and students;
- Ensuring that the ambulance vehicle and its equipment and consumable stock is in operational readiness at all times and to report any defects immediately;
- Accountability of basic vehicle maintenance in accordance with the vehicle check procedure dictated by the vehicle check sheet;
- Checking stock of patient care equipment and ensuring that all equipment is safe, clean and in good working order;
- Training other drivers to offer similar services before certification; and
- Any other duties as assigned from time to time.

2.5 REGISTRY

2.5.1 TRANSPORT OFFICER (1 POST)

Applicants should have at least a first degree in Transport and Logistics, Logistics and Supply Chain Management and Business Management Plus at least three (3) years working experience as a Supervisor in the University Environment. Applicants must have a clean class 4 driver's license with at least three (3) years driving experience. Valid Defensive driving license is an added advantage.

DUTIES AND RESPONSIBILITIES

- Producing and maintaining vehicle repair and maintenance records and mileage records up to date;
- Producing monthly vehicle reports and returns;
- Inspecting Log Books on weekly basis;
- Preparing insurance claims for repairs of accident damaged university vehicles; and
- Carrying out any other duties as may be directed from time to time by the Transport Manager.

2.5.2 BUS DRIVER (4 POSTS)

Applicants should have a clean Class One (1) driver's license, a valid Defensive Driving certificate issued by the Traffic Safety Council of Zimbabwe, a medical certificate and five (5) years continuous driving experience. In addition, applicants must have five (5) Ordinary level passes including English Language and would have undergone a driving retest.

DUTIES AND RESPONSIBILITIES

- Driving the bus with due care and attention;
- Transporting University Staff and Students daily;
- Ensuring the bus is re- fueled at the appropriate times;
- Promptly reporting all accidents and breakdowns; and
- Any other duties as assigned.

2.6 WORKS AND ESTATES

2.6.1 MECHANIC (1 POST)

Applicants must have at least a Journeyman Class One/Two Certificate Motor Mechanics and five (5) 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

- Carrying out Mechanical repairs, maintenance and servicing University vehicles;
- Repairing or replacing broken or dysfunctional vehicles parts;
- Inspecting vehicle engine and mechanical electrical components to diagonalise faults accurately;
- Carrying out overhauls on vehicle engine, clutch steering, suspension and fuel system;
- Attending to vehicle breakdowns and ensuring that vehicles were serviced;
- Providing accurate estimates (cost, time, effort) for a repair or maintenance job;
- Performing preventative maintenance such as engine tune ups, oil changes, replacing filters and wheel balancing;
- Keeping vehicle records up to date; and
- Supervising assistants and any other duties as assigned by the Workshop Administrator.

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, 12 January, 2025. Only shortlisted applicants will be contacted.