



# GREAT ZIMBABWE UNIVERSITY



Great Zimbabwe University, an equal opportunity employer, invites suitably qualified and experienced persons to fill the following posts that have risen within the institution:

## 1.0 TEACHING POSTS

### FULL TIME LECTURESHIP / SENIOR LECTURESHIP / ASSOCIATE PROFESSORSHIP / PROFESSORSHIP

#### 1.1 MUNHUMUTAPA SCHOOL OF COMMERCE

##### 1.1.1 BANKING AND FINANCE (1 POST)

Applicants must hold a Master's degree in Banking and Finance, Finance, Financial Engineering, or an equivalent field, along with a relevant first degree with at least a 2.1 classification. They must be able to supervise undergraduate and postgraduate students' dissertation writing and teach at least four of the following modules using both online and face-to-face methods: Corporate Finance, Research Methods in Economics, Finance, Risk Management, Financial Markets, Institutions, Financial Regulations, Fundamentals of Actuarial Models, Simulation and Financial Modelling, Stochastic Processes in Finance, and Visual Programming Concepts. Applicants who hold a relevant Doctoral degree or can demonstrate progress towards acquiring one may also be considered. Teaching experience at the tertiary or university level and possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage.

##### 1.1.2 BUSINESS LAW (1 POST)

Applicants must hold at least a Master of Corporate/ Business Law and a relevant first degree with at least a 2.1-degree classification with a proven track record of lecturing at an Institution of Higher Learning. Candidates who hold a Doctorate degree or can show progress towards attainment of such will be considered. The ideal candidate must be able to teach the following modules at undergraduate level: Commercial law; Company law and Postgraduate level: Corporate law.

##### 1.1.3 ACCOUNTING (1 POST)

Applicants must hold a Doctoral degree in Accounting and a Master's degree in Accounting. Membership of a professional body in Accountancy will be an added advantage. Experience: A minimum of two (2) years teaching and research experience in a University; evidence of active participation in professional, industry and or community activities. Evidence of competence in administering a course/module at a departmental level. Key performance areas will be the ability to teach Financial Management, Applied Corporate Financial Management, Prepare and deliver lectures and assess, both undergraduate and post-graduate students; Contribution to teaching and learning, research, as well as community engagement strategy.

## **1.2 SCHOOL OF NATURAL SCIENCES**

### **1.2.1 CHEMICAL ENGINEERING (1 POST)**

Applicants must possess at least a Master of Engineering or Master of Science degrees in Chemical and Environmental Process Engineering, or a closely related field. Preference will be given to candidates with a doctoral degree in a relevant area or those demonstrating significant progress toward attaining one. The successful candidate will: Teach Chemical Engineering modules, supervise undergraduate student research projects, engage in research activities within the field of Chemical Technology, and perform academic and administrative duties as assigned by the Vice Chancellor through the Departmental Chairperson. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful candidates without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three years of appointment.

### **1.2.2 ANALYTICAL CHEMISTRY (1 POST)**

Applicants must possess at least a Master's degree in Analytical Chemistry, Chemistry, Applied Chemistry, Chemical Technology, or a closely related field. Preference will be given to candidates with a doctoral degree in a relevant area or those demonstrating significant progress toward attaining one. The successful candidate will: Teach Analytical Chemistry and related Chemical Technology modules; Supervise undergraduate student research projects; Engage in research activities within the field of Chemical Technology; and perform academic and administrative duties as assigned by the Vice Chancellor through the Departmental Chairperson. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful candidates without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three years of appointment.

### **1.2.3 GEOGRAPHY AND ENVIRONMENTAL SCIENCE (1 POST)**

Applicants must possess at least a Master of Science in Geography and Environmental Science, or a closely related field. Preference will be given to candidates with a doctoral degree in a relevant area or those demonstrating significant progress towards attaining one. The successful candidate: should be able to teach any four of Meteorology and Climatology, Geographic Information Systems, Remote Sensing, Climate Change, Project Planning and Management, Statistical Methods in Geography; Supervise undergraduate student research projects; Engage in research and innovation activities within the field of Geography and Environmental Science; and perform academic and administrative duties as assigned by the Vice Chancellor through the Departmental Chairperson. Possession of a Postgraduate Diploma in Higher and Tertiary Education will be an added advantage. Successful candidates without a Postgraduate Diploma in Higher and Tertiary Education will be required to obtain the same within the first three years of appointment.

#### **1.2.4 ORGANIC CHEMISTRY (1 POST)**

Applicants must possess at least a Master's degree in Organic Chemistry, Chemistry, Applied Chemistry, Chemical Technology, or a closely related field. Preference will be given to candidates with a doctoral degree in a relevant area or those demonstrating significant progress toward attaining one. The successful candidate will: Teach Organic Chemistry and related Chemical Technology modules; Supervise undergraduate student research projects; Engage in research activities within the field of Chemical Technology; and Perform academic and administrative duties as assigned by the Vice Chancellor through the Departmental Chairperson.

### **1.3 GARY MAGAZIRE SCHOOL OF AGRICULTURE AND ENGINEERING**

#### **1.3.1 WILDLIFE (1 POST)**

Applicants must hold a Masters degree in Wildlife Management and a relevant first degree with at least a 2.1-degree classification. Candidates with relevant doctoral degrees or progressing towards one are preferred. 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.*

### **1.4 ROBERT MUGABE SCHOOL OF HERITAGE STUDIES AND EDUCATION**

#### **1.4.1 FOOD TECHNOLOGY AND DESIGN (1 POST)**

Applicants must hold a Doctorate degree in Food Technology and Design. The candidate should be able to teach both undergraduate and postgraduate in the following modules: Advanced Human Physiology and Nutrition, Advanced Nutrition Science and Technology, Biochemistry, Micro and Macro Nutrients, Nutrition in the Life Cycle, Human Physiology, Nutrition Advocacy, Contemporary issues in Nutrition and Diet Therapy, Toxicology, Local Recipes Development and Standardization, Food and Food Processing, Cultural and community aspect of Food, Sustainable Food Product Development and Evaluation, Nutrition Research Methodology and Intervention, Energy Metabolism, Bakery and Confectionery, Health Promotion, Catering.

## **2.0 NON TEACHING POSTS**

### **2.1 DEPUTY DIRECTOR, QUALITY ASSURANCE AND ACADEMIC PLANNING (1 POST)**

#### **QUALIFICATIONS AND EXPERIENCE**

Reporting to the Director of Quality Assurance and Academic Planning(QAAP), the position involves providing leadership in institutional quality enhancement through, planning, organising and providing continuous professional development for Faculty and other support staff members.

Applicants must have at least a Doctoral degree, and an emerging or established scholars of teaching and learning (SoTL) with at least 12 published papers. Knowledge of technology for teaching would be an added advantage.

#### **DUTIES AND RESPONSIBILITIES**

- Assisting in directing, coordinating and evaluating academic planning activities for quality assurance purposes;
- Assisting in developing and ensuring the consistent and appropriate application of relevant administrative rules including assessment of instructional programmes and quality improvement;
- Developing and overseeing training/professional development activities related to educational programmes, evaluation, assessment and planning;
- Helping in management and promotion of student learning outcomes assessment to promote instructional goals and objectives conducive to student success;
- Establishing and maintaining continuous alignment of assessment, planning, review and evaluation process for the areas of quality assurance and academic affairs;
- Assisting with managing and mentoring cross functional teams of system collection and management of data and information to guide the academic development of the University while ensuring compliance with ZIMCHE benchmarks and regulations as well as Senate's Academic Regulations;
- Promoting quality of teaching and learning in the University through periodic evaluation of academic activities in the University;
- Coordinating accreditation and re-accreditation of academic programmes and ensuring adherence to ZIMCHE quality standards.
- Assisting with continuous evaluation of academic programmes, rationalization of courses, merging/splitting of departments/units, etc;
- Participating in University curricular revision and ensuring that University complies with procedures and guidelines on new programme development;
- Facilitating student participation in quality assurance;
- Carrying out research in quality assurance;
- Assisting in the implementation of the Quality Assurance Policy; and
- Evaluation of different institutional activities.
- Effectively implementing controls related to quality assurance and academic Planning;

- Coordinating and streamlining the academic policies and activities arising from sudden growth, development and proliferation of programmes and units in the University system;
- Assisting with formulation of policies and plans in line with the University's Strategic Plan goals and objectives.
- Producing reports to support quality assurance and academic planning and assessment.
- Preparing reports for University Executive and committees as well as reports on departmental activities;
- Providing advice to the University Management on quality assurance and academic planning issues; and
- Servicing of University Committees, e.g. Quality Assurance Committee.
- Supervising and managing assigned staff, developing priorities and assigning tasks and projects as appropriate;
- Identifying training needs and assisting in training staff; and
- Performing any other duties as maybe assigned by the Director, Quality Assurance and Academic Planning.

## **2.2 ETHICS AND COMPLIANCE OFFICER (1 POST)**

### **QUALIFICATIONS AND EXPERIENCE**

Applicants must have a minimum of a Master's degree in any of the following areas: Human Resources Management, Public Policy, Strategic Management, Business Administration or related field; and a first degree in Humanities or Commercial fields. A post-graduate diploma in Monitoring and Evaluation will be an added advantage. Exposure to Human Resources Information Systems and Analytics will be an added advantage. The applicants must have a minimum of five (5) years' working experience with a bias towards performance contracting, strategic planning and training. In addition, applicants must have five (5) Ordinary level passes including English Language.

### **CORE COMPETENCIES AND ATTRIBUTES**

- Ability to train employees on strategic planning
- Ability to measure and evaluate performance of employees;
- Firmness to ensuring that the culture of accountability pervades all levels in the University;
- Capability to create a culture of results-oriented management in the University;
- Conceptual thinking and analytics;
- High level of presentation skills and report writing expertise;
- Ability to coach and develop others; and
- Strong and effective communication skills.

## **DUTIES AND RESPONSIBILITIES**

- Providing support and coordination on the performance contracting process;
- Facilitating training in strategic planning at the departmental level, and ultimately, at university level
- Assisting in developing and updating the annual appraisal process and guidelines; and coordinating the appraisal process across functions and campuses;
- Assisting in setting objectives and conducting performance appraisals and bi-annual reviews for staff members;
- Participating in the performance contracting cycle process from start to end; and monitoring timely and accurate completion of the appraisals (e.g. forms and templates, communications, etc;
- Providing measurement standards, targets and key performance indicators (KPIs) to the management team with respect to the performance contracting process, including both informal performance appraisals;
- Ensuring that individuals, units, departments and Schools comply with performance standards and targets as set by the university including adherence to Standard Operating Procedures (SOPs);
- Reviewing, monitoring and analyzing performance results system university wide and reporting them accordingly; this is not clear
- Contributing expertise to the development and delivery of performance contracting training manuals, policies and procedures;
- Writing materials for performance contracting programmes; reviewing, evaluating, and modifying existing and proposed programs, and recommending appropriate changes;
- Keeping abreast of developments in the University by monitoring programmes and identifying areas for improvement, by observing and implementing University and system-wide policies and procedures;
- Contributing in the development of departmental budget; and
- Any other lawful duties as assigned by the Head of Department.

### **2.3 TECHNICAL ENGINEER (1 POST)**

#### **QUALIFICATIONS AND EXPERIENCE**

Applicants must possess a first degree in Mechanical Engineering or Industrial and Manufacturing Engineering or Production Engineering, etc and experience in structural designing, various CAD software (Autodesk Recap 360, Navisworks Manage, Advance Steel and Autodesk Showcase), CNC programming and training Inventor HSM. All academic qualifications must be from a recognized/reputable institute. In addition, applicants should possess superior interpersonal and communication skills. The candidate will report directly to the Director of Research and Innovation.

## **DUTIES AND RESPONSIBILITIES**

- Supporting product development and prototyping at the Innovation Hub within their area of expertise;
- Offering expert advice, capturing and recommending innovations arising from the University's research community for protection;
- Generating new and robust ideas resulting in intellectual property (IP) development towards commercialisation;
- Identifying and mobilizing strategic resources and partners to support product development; and
- Capacity strengthening in design thinking, prototyping and entrepreneurship;
- Any other lawful duties as assigned by the head of department.

**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 [www.gzu.ac.zw](http://www.gzu.ac.zw) Applicants **MUST** fill in all the necessary fields on the application platform and **attach the resume and certificates as a combined PDF file.**

**The closing date for receipt of applications is Sunday 16 February, 2025. Only shortlisted applicants will be contacted.**