



## VACANCIES

Applications are invited from suitably qualified and experienced persons to fill the following posts that have arisen in the University:

### VICE CHANCELLOR'S OFFICE (3 Posts)

#### **DIRECTOR, INFORMATION AND COMMUNICATION TECHNOLOGY (1 Post)**

The Director, Information and Communication Technology reports to the Vice Chancellor.

**Job Purpose:** The Director, Information and Communication Technology will be responsible for formulation and implementation of the University's ICT Strategy, development of information technology and communication systems, and management of ICT Security.

#### **Duties and Responsibilities**

- Provides leadership and technical direction to the department through developing a culture of service excellence in attaining the University's objectives, standards of excellence and quality outcomes;
- Manages and provides oversight in the development and implementation of world class ICT policies that comply with regulatory and legal requirements;
- Provides strategic advice and guidance on new and emerging technology developments;
- Provides overall leadership and oversight for the design and delivery of ICT services that support research, teaching and learning, innovation and industrialisation;
- Provides leadership in the development of digital initiatives as outlined in the University's strategic plan;
- Ensures that all academic information resources available to staff and students are accessible and fit for purpose;
- Manage ICT related risks and develop disaster recovery policy and procedures;
- Continuously analyses ICT requirements across the University to determine areas that need improvement with respect to processes, technology adoption and competitive advantage;
- Supervises leads and develops staff within the ICT Department to achieve their potential;
- Prepares and executes annual budget for the ICT Department and
- Performs any other duties as may be assigned by the Vice Chancellor.

### **Qualifications and Experience**

- At least five (5) years of strong hands-on experience in Systems administration, databases, and automation of business processes in a Higher Education environment.
- Applicants should have a Master's degree in Computer Science or Information Systems or related field from a recognized institution; possession of an earned PhD or studying towards a PhD will be an added advantage.
- At least have 5 years post qualification experience at a Senior Management level.

### **Skills and Competencies**

- Knowledge of microservices architecture Java, Springboot and RESTful APIs.
- Good systems analytical skills.
- Extensive working knowledge of Linux Environment.
- Understand the Regulations that apply to installations, repairs and maintenance of ICT systems and appliances in Zimbabwe.

### **CHIEF SECURITY OFFICER (1 Post)**

The Chief Security Officer reports to the Vice Chancellor.

**Job Purpose:** The Chief Security Officer is responsible for superintending over all security related issues in and around University campuses.

### **Duties and Responsibilities**

- Oversees the day-to-day administrative functions of the Security Department
- Advising the Vice Chancellor and Management on all security issues;
- Leads and directs all security, investigative and loss prevention activities of the University;
- Plans and ensures physical security and safety of employees, facilities and assets of the University;
- Oversees all security operations, including distress calls, emergency response and asset protection;
- Develops and implements emergency procedures and incident reports;
- Ensures proper documentation of all occurrences within the University;
- Conducts security risk assessments, audits, and vulnerability studies to identify vulnerabilities and risks, and develop action plans to mitigate them;
- Gathers and presents evidence in criminal courts or in staff and students' disciplinary hearings;
- Attends criminal and civil matters on behalf of the University;
- Manages and conducts performance appraisals of staff in the Security Department;
- Develops manpower development programmes for the Department and facilitates conducting of training programmes for staff in the department;
- Develop and maintain a cyber-security system for the University in liaison with the Information and Communication Technology Unit;
- Promotes positive security culture, risk management, and security awareness;

- Ensures that Law and Order is maintained at the University Campuses at all times;
- Ensures that the security function of the University fulfils its mandate in full compliance with Zimbabwean Laws;
- Develop and maintain vibrant liaison with the Zimbabwe Republic Police and other Security Agents in the management of security at the University; and
- Perform any other duties as assigned by the Vice Chancellor.

### **Qualifications and Experience**

- Applicants must possess a Diploma or Bachelor's degree in Security and Risk Management or related field. A Master's degree in a relevant area is an added advantage.
- At least 10 years' work experience preferably in the Police or Security Service of which 5 years should be at supervisory level or above.
- Exceptional managerial skills and the ability to lead a team.
- Good written/verbal communication and interpersonal skills; and ability to interact with internal and external parties.
- Excellent organisational skills.
- Must be physically fit.

### **INTERNAL AUDITOR (1 Post)**

The Internal Auditor reports to the Chief Internal Auditor.

### **Duties and Responsibilities**

- Prepares audit plan and audit programme for each audit engagement;
- Attends entrance and exit meetings;
- Originates audit reports by highlighting weaknesses in controls and procedures, determine exposure to risk and advising on practical remedial strategies for improvement and value addition to the organisation;
- Conduct audits in conformity with standards for Professional Practice of Internal Auditing;
- Carries out risk-based audits, financial audits, operational and value for money audits;
- Evaluates systems of Internal Control, risk management and governance processes;
- Ensures that corporate governance practices such as policies, procedures and guidelines as designed by management and Public Entities regulations are adequately managed;
- Conducts monthly spot checks on high risk areas and report on findings and recommend on controls or improvements;
- Monitoring progress of implementation of managements actions for improvement;
- Auditing and assessing all aspects of the University's network applications, including software, programs, security, and communications and
- Carrying out any other duties that the Chief Internal Auditor may assign from time to time.

## **Qualifications and Experience**

Applicants must have a Degree in Accounting/Auditing, Full ACCA / CIS/CIMA, CIA, CISA, CFE are added advantages and at least 2 years Auditing experience in a public entity.

## **Person Specifications**

- A self-starter.
- Conversant with International Internal Auditing Standards and International Financial Reporting Standards.
- Assertive and well-developed presentation and communication skills.
- Competency in IT Auditing.
- Ability to work under pressure.
- High level of integrity, analytical skills and professional ethics.

## **DEPARTMENT OF STUDENTS AFFAIRS (2 Posts)**

### **CATERING AND ACCOMMODATION MANAGER (1 Post)**

The Catering and Accommodation Manager reports to Dean of Student Affairs.

## **Duties and Responsibilities**

- Plans, administers and supervises the University's catering operations and services;
- Manages a team of catering staff for successful and quality execution of catering events;
- Responds to customer inquiries and service in accurate and timely manner;
- Gather customer requirements (like number of guests and event dates);
- Plan food and beverage menus considering clients' preferences and special requests (for example healthy meals for students);
- Performs daily inspections of guest rooms and common areas to ensure the best possible service;
- Determine requirements in ingredients and set portions.
- Performs staff management, expense control, menu selection and food preparation.
- Manages stock and place orders, as needed.
- Ensures that rooms are cleaned.
- Conducts team meetings and allocating rooms
- Orders service stock and linen.
- Ensures all rooms are cared for and inspected according to standards
- Make recommendations to improve service and ensure efficient operations
- Ensures compliance with health and safety regulations and standards.
- Explores business opportunities to obtain new orders.
- Performs staff reviews and encourage teamwork among staff
- Resolves customer problems and complaints

## **Qualifications and Experience**

Applicants must at least have an HND/ a first degree qualification in Hospitality Management/Food Science. A Masters' degree in a relevant discipline, Diploma in Hospitality would be added advantages. Applicants should have at least 3 years' experience.

## **SPORTS DIRECTOR (1 Post)**

The Sports Director reports to Dean of Student Affairs.

### **Duties and Responsibilities**

- Schedule, coordinate and facilitate meetings of the University Sports and Recreation Advisory Board.
- Draw and ensure implementation of the section calendar.
- Source sponsorship in cash or kind from the various stakeholders who do business with the institution.
- Lead and accompany various teams on trips and excursions and attend Student Activities Committee meetings.
- Promote the University's sporting and recreational vision, mission and objectives and ensure that these draw from as well as feed into the National Sports Academy's vision, mission and objectives.
- Develop, promote and administer all aspects of an inclusive recreational sports program including leagues, tournaments and special events.
- Develop and promote diverse fitness and wellness offerings.
- Develop and bolster new e-sports initiative as a recreational athletics program.
- Develop and manage the university sports academy by ensuring a wide range of organized activities on offer.
- Work closely with each university's athletics and student activities departments to define needs, build connections and negotiate space for the program.
- Negotiate external facilities as needed.
- Hire, train, mentor and oversee supervisors, officials, scorekeepers and other student workers for all intramural and special events.
- Develop and implement assessment and evaluation mechanisms, providing data and reports to key MUAAT committees including the Dean of Student and SRC.
- Evaluate, develop and ensure compliance with best practices in program and risk management.
- Manage the Sport and Recreation budget.
- Identify collaborative program opportunities across campuses and reserve shared space for programs.
- Collaborate with other departments, particularly in efforts to, advance fitness and wellness.
- Develop collaboration and strategic partnerships with sports organizations (Sports and Recreation Commission, Zimbabwe Olympic Committee and National Sports Association foundations, corporate world and government agencies).
- Perform any other duties as assigned by the Dean of Students.

### **Qualifications and Experience**

Applicants must at least have at least a first degree in Sport or equivalent. A Master's degree and a High school and/or college officiating certifications will be added advantages. Applicants must have at least five years' experience of managing and administering sports at tertiary institutions.

### **TEACHING AND LEARNING INSTITUTE (1 Post)**

#### **LECTURER/SENIOR LECTURER/ASSOCIATE PROFESSOR/PROFESSOR IN NDEBELE LANGUAGE (1 post)**

##### **Duties and Responsibilities:**

The successful candidate will be expected to teach Ndebele at Undergraduate level as well as to provide academic leadership to the Department/Institute, guide and contribute to basic and applied research, innovation and industrialisation programmes in the Department/Institute. The candidate may also be required to teach short courses in Ndebele for beginners to advanced level. In addition, the candidate will be expected to coordinate and participate in the supervision of Undergraduate and Postgraduate research students.

##### **Qualifications and Experience:**

Applicants should have at least a Master's degree or PhD in Ndebele. A Bachelor's degree in which Ndebele was a major is a must. The incumbent should be able to demonstrate high proficiency in writing, speaking and reading Ndebele. The candidate should have a minimum of 3 years' teaching experience at a university.

### **FACULTY OF EARTH AND ENVIRONMENTAL SCIENCES (1 Post)**

#### **LECTURER/ SENIOR LECTURER/ASSOCIATE PROFESSOR/PROFESSOR - Soil Biology and Fertility**

##### **Qualifications and Experience**

Applicants must have at least a Masters or PhD degree in the field of Agricultural Sciences or related discipline. A Bachelor's degree in the field of Soil Science, Agronomy, Biology or equivalent fields is a must.

##### **Duties and Responsibilities**

The successful candidate will be expected to provide academic leadership to the Department/Institute, guide and contribute to basic and applied research, innovation and industrialisation programmes in the Department/Institute as well as teach the following courses at Undergraduate and Postgraduate level: Soil Biology and Fertility, Soil Chemistry and Productivity, Soil Health, and Organic Farming. In addition, the candidate will be expected to coordinate and participate in the supervision of Undergraduate and Postgraduate research students. University teaching is an added advantage.

## **AGRO INDUSTRIAL PARK (1 Post)**

### **Livestock Technician (1 Post)**

The Livestock Technician reports to the Livestock Manager.

#### **Duties and Responsibilities**

- Designing, creating and maintaining livestock systems;
- Ensuring routine livestock health care through feeding, watering, breeding and harvesting of livestock;
- Liaising with Livestock Specialists and Veterinarians in the provision and administration of prescribed treatment;
- Operating and maintaining tagging, docking and breeding tools; and ensuring timeous repair of equipment;
- Implementing and maintaining pasture management plans that include irrigation, fertilisation and weed control;
- Recommending materials and equipment needed for efficient operation of livestock facilities;
- Maintaining feed, breeding, health records including the livestock inventory;
- Training and supervising staff on proper work methods and procedures;
- Performs demonstrations and trains staff on the safe and proper use and maintenance of all livestock equipment;
- Serving as a resource person for livestock sales, livestock transport and public tours;
- Liaising with Veterinarian and feed suppliers;
- Participating in income generating projects at the Agro- Industrial Park;
- Assisting Lecturers and students in carrying out research;
- Supervision of junior staff; and
- Undertaking any other duties as assigned by Livestock Manager.

#### **Qualifications and Experience**

- A Diploma in Animal Health or equivalent.
- Possession of a Higher National Diploma is an added advantage.
- At least 3 years hands-on experience in livestock management.

#### **CONDITIONS OF SERVICE**

Information on salary and other benefits will be made available to shortlisted candidates.

#### **APPLICATIONS**

Applicants must submit six (6) sets of applications which should include the application letter, certified copies of certificates, national identification, birth certificate and detailed Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, contact details, names, addresses and email addresses of three referees. Applications in envelopes clearly indicating post applied for should be addressed to:

Deputy Registrar, Human Resources  
Marondera University of Agricultural Sciences and Technology  
P.O Box 35  
**MARONDERA**

Hand deliver to or send by courier to:

Marondera University of Agricultural Sciences and Technology  
CSC Campus, Industrial Sites  
15 Longlands Road  
**MARONDERA**

The closing date for receipt of applications is **Tuesday, 3 October 2023**. Only shortlisted candidates will be contacted.

**The University does not charge applicants a fee at any stage of the recruitment process and does not have Agents who receive applications on its behalf.**