



UNIVERSITY OF ZIMBABWE

Applications from suitable qualified members are invited to fill the following posts:

1.0 PROCUREMENT MANAGEMENT UNIT

1.1 PROCUREMENT OFFICER (X3)

Qualifications and Experience

The position requires an individual with:-

- A bachelor's Degree in Supply Chain Management from a recognised institution.
- Chartered Institute of Procurement and Supply (CIPS) Level 4 will be an added advantage.
- At least 2 years of experience in Public Procurement Sector.

Duties and responsibilities

The successful candidate must be able to:-

- Reports to Procurement Manager
- Receiving internal purchase requisitions from user departments
- Advises user departments on appropriate procurement methods
- Designs specifications and evaluation criteria in liaison with the user departments
- Conducting market analysis to determine the value of items
- Sources for quotations and making recommendations on the best supplier for goods, services and works
- Manages frequent/stock-line procurements that are under framework agreements.
- Prepares procurement returns for submissions to PRAZ and other internal reports as assigned
- Facilitating and managing the bidding process in compliance with the PPDA Act (Chapter 22:23);
- Administering supplier contracts
- Monitor compliance and contract management for all contracts awarded
- Carrying out any other duties as assigned by the Procurement Manager

Skills and Competences

- Knowledge of Public Procurement and Disposal of Public Assets Act (Cap.22:23) is a distinct advantage.
- Highly computer literate
- Knowledge of pastel/SAP is an added advantage.
- Clean employment record

1.2 Graduate Trainees (X4)

Qualifications and Experience

The position requires an individual with:-

- A bachelor's Degree in Supply Chain Management from a reputable institution.
- The successful candidate must have excellent communication and negotiation skills, ability to learn and grasp concepts quickly, and a strong passion for procurement and supply chain management.
- Candidates must be not more than 25 years of age, with a good disciplinary record

Duties and responsibilities

The successful candidate must be able to:-

- Reports to Procurement Officer
- Sourcing quotations from prospective bidders
- Assist in market trends analysis and pricing and identification of prospective suppliers;
- Receiving internal requests and processing them according to the Public Procurement and Disposal of Public Assets Act (Chapter 22:23);
- Preparing and issuing of purchase orders to suppliers
- Preparing and issuing of purchase orders to suppliers
- Attending to queries and communication between the Unit and stakeholders;
- Carrying out any other duties assigned by the Accounting Officer through the Procurement Manager

2.0 LIBRARY

2.1 EDITORIAL ASSISTANT/PUBLISHING LIAISON ASSISTANT

The incumbents will assist the Proxy Editor-In-Chief of Kugona Ukwenelisa: Journal of Science Technology and Entrepreneurial Ecosystems Development (KU-JSTEED) Journal with the rest of the University of Zimbabwe Journals.

Qualifications and Experience

The position requires an individual with: -

- Bachelor's degree in Editing/Publishing/Languages
- Relevant Master's degree is an added advantage
- Strong organisational skills with attention to detail
- Excellent written and verbal communication abilities
- Proficiency in MS Office suite and manuscript management systems
- Familiarity with academic publishing standards is a must

Duties and responsibilities

The successful candidate must be able to:-

1) Manuscript Management

- Receive, direct and organise incoming journal manuscripts
- Acquire/solicit manuscripts
- Conduct initial manuscript checks and evaluations for completeness and adherence to submission guidelines

- Coordinate peer review process and communicate with authors and reviewers

2) Quality Control

- Ensure adherence to international publishing standards and ethical guidelines
- Assist in plagiarism checks and copyright compliance

3) Publication Coordination

- Collaborate with authors, reviewers, editors and publisher to ensure timely publication
- Monitor publication schedules and deadlines

4) Editorial Support

- Assist editor-in-chief in preparing manuscripts for publication
- Format, edit and proofread manuscripts to ensure consistency and accuracy
- Manage editorial correspondence and maintain communication records
- Keep records and status of manuscripts at various stages
- Copy and technical editing and proof-reading

5) Journal Administration

- Maintain the journal's database and ensure accurate record-keeping
- Craft and send out calls for manuscripts
- Assist in updating journal websites and social media platforms
- Handle inquiries from authors, reviewers, editors and readers

3.0 STUDENT AFFAIRS DIVISION

3.1 SPORTS, HEALTH AND WELLNESS OFFICER

DUTIES AND RESPONSIBILITIES

These shall include, but are not limited to the following:

- Schedule, coordinate and facilitate meetings of the University Sports Council.
- Draw and ensure implementation of the section's calendar.
- Source sponsorship in cash or kind from various stakeholders.
- Lead and accompany various teams on trips and excursions.
- Attend Student Council meetings.
- Promote the University's sporting and recreational vision, mission and objectives and ensure that these draw from and feed into the University's Strategic Plan (2019-2025).
- Develop, promote and administer all aspects of an inclusive wellness program including leagues, tournaments and special events.
- Establish and manage the University sports academy by ensuring a wide range of organized activities on offer.
- Hire, train, mentor and oversee coaches, officials, scorekeepers and other student workers for all intramural and special events.
- Develop and implement assessment and evaluation mechanisms, providing data and reports to the Dean of Students.
- Evaluate, develop and ensure compliance with best practices in program and risk management.
- Draw up and manage the Sport and Recreation budget.

- Collaborate with other departments, in advancing fitness and wellness.
- Develop collaboration and strategic partnerships with sports key stakeholder organizations.
- Play an active role in holistic Student Development and Life Skills enhancement.
- Perform any other duties as assigned by the Dean of Students.

QUALIFICATIONS AND EXPERIENCE:

- Applicants must at least have earned a first degree in Physical Education, Sport Management or equivalent.
- A Master's degree in a related area would be an added advantage.
- Holder of a Diploma in Education.
- Applicants must have at least five (5) years' experience managing and administering sports at Tertiary Institutions.
- Applicants should be proficient in Microsoft Office.
- Knowledge and experience in Health and Wellness Programmes.
- Member of national, regional or international sports bodies.

APPLICATION PROCEDURE

Applicants must submit cover letter with six (6) copies of applications. Each set of application must be accompanied by a Curriculum Vitae, giving full particulars including full names; place, date of birth, copies of I.D, birth certificate and copies of academic (O' and A' level) and professional qualifications, all certified. Applicants must give information on experience, date of availability, telephone numbers, names, email addresses and physical addresses of three contactable referees. Applications should be hand delivered to Office No. 113, Administration Building at the University of Zimbabwe or posted to:

DEPUTY REGISTRAR, HUMAN CAPITAL MANAGEMENT
University of Zimbabwe
P O Box MP167
Mount Pleasant
HARARE

The closing date of receipt of applications is 13 September 2024.

The University of Zimbabwe is an equal opportunity employer and therefore, men and women are equally encouraged to apply.

Please note that only shortlisted candidates will be contacted.