

VACANCIES

The Institution

The Zimbabwe Open University (ZOU) is the largest and comprehensive Open & Distance Electronic-Learning (ODEL) university in Zimbabwe that offers lifelong learning in an affordable and flexible manner.

Applications are invited from suitably qualified and experienced professionals to fill the following vacant posts that have arisen within the the Zimbabwe Open University.

Women and differently abled candidates are encouraged to apply.

1.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: FACULTY OF SCIENCE: DEPARTMENT OF MATHEMATICS AND STATISTICS: HARARE/CHITUNGWIZA REGIONAL CAMPUS (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing Open and Distance Learning materials - including writing of modules;
- Tutoring;
- Marking assignments as well as examinations;
- Carrying out research and creative work;
- Promoting University wide initiatives;
- Establishing partnerships with industry and local communities;
- Engaging in University and Community Services;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master of Science Degree in Mathematics from a recognised University;
- Bachelor of Science in Mathematics is a must;
- Computer literacy a must.
- Possession of a PhD in Mathematics is an added advantage;
- Must be able to demonstrate knowledge of mathematical packages;
- Working experience in a University setting, especially Open and Distance e-Learning is an added advantage;
- A minimum of two (2) years teaching experience in an institution of Higher Learning is an advantage;

2.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: FACULTY OF SCIENCE: DEPARTMENT OF CHEMISTRY: NATIONAL CENTRE (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing Open and Distance Learning materials including writing of modules;
- Tutoring;
- Marking assignments as well as examinations;
- Carrying out research and creative work;
- Promoting University wide initiatives;
- Establishing partnerships with industry and local communities;
- Engaging in University and Community Services;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master of Science in Chemistry;
- Bachelor of Science Honours in Chemistry is a must;
- Possession of a PhD in any of the areas of Chemistry is an added advantage;
- A minimum of two (2) years post qualification teaching experience in an institution of Higher Learning is an advantage;
- Knowledge of distance education would be an added advantage;
- Computer literacy a must.

3.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: DEPARTMENT OF AGRICULTURAL MANAGEMENT: FACULTY OF AGRICULTURE: MATABELELAND NORTH REGIONAL CAMPUS (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing Open and Distance Learning materials including writing modules;
- Tutoring;
- Marking assignments as well as examinations;
- Carrying out research and creative work;
- Promoting the University wide initiatives;
- Coordination of activities for Degree/Master programmes at the Regional Campus;
- Establishing partnerships with industry and local communities;
- Engaging in University teaching, research, community engagement, innovation and industrialisation;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean or Regional Director.

QUALIFICATIONS AND EXPERIENCE

- Master of Science Degree in Agriculture;
- A Bachelors' Degree specialising in Horticulture;
- Possession of a PhD in the areas stated above is an added advantage;

- Knowledge of Open and Distance e-Learning would be an added advantage;
- Computer literacy;
- Working experience in a university setting, especially Open and Distance e-Learning is an added advantage;
- Demonstrate practical skills in setting up horticultural projects; and
- A minimum of two (2) years post qualification experience.

4.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: DEPARTMENT OF AGRICULTURAL MANAGEMENT: FACULTY OF AGRICULTURE: MASVINGO REGIONAL CAMPUS (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing Open and Distance Learning materials including writing modules;
- Tutoring;
- Marking assignments as well as examinations;
- Carrying out research and creative work;
- Promoting the University wide initiatives;
- Coordination of activities for Degree/Master programmes at the Regional Campus;
- Establishing partnerships with industry and local communities;
- Engaging in University teaching, research, community engagement, innovation and industrialisation;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean or Regional Director.

QUALIFICATIONS AND EXPERIENCE

- Master of Science Degree in Veterinary Science or Animal Science;
- A Bachelors' Degree in Veterinary Science;
- Possession of a PhD in the areas stated above is an added advantage;
- Knowledge of Open and Distance e-Learning would be an added advantage;
- Computer literacy;
- Working experience in a university setting, especially Open and Distance e-Learning is an added advantage;
- A minimum of two (2) years post qualification experience.

5.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: GRADUATE SCHOOL OF BUSINESS: FACULTY OF COMMERCE AND LAW: NATIONAL CENTRE (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing of distance Teaching and Open e-Learning materials including writing modules;
- Developing, designing, outlining, reviewing or rebranding a minimum of one (1) programme per year;
- Conducting a minimum of two (2) tutorials per semester;
- Carrying out research and creative work;
- Promoting University wide initiatives;
- Establishing partnerships with industry and local communities;
- Fostering Education 5.0 through innovation and industrialisation;
- Engaging in community service;
- Engaging in University service;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Doctorate Degree in Business or Commerce related field;
- Master's Degree in a Business or Commerce related field is a requirement;
- Bachelor's Degree in a Business or Commerce related field is a must;
- A minimum of two (2) years teaching experience in an institution of Higher Learning is a requirement;
- Computer literacy a must; and
- Knowledge of Distance Education would be an added advantage.

6.0 PROFESSOR / ASSOCIATE PROFESSOR / SENIOR LECTURER /LECTURER: DEPARTMENT OF LANGUAGES AND LITERATURE: FACULTY OF ARTS, CULTURE AND HERITAGE STUDIES: MASVINGO REGIONAL CAMPUS (1 POST)

MAIN RESPONSIBILITIES

- Leading in the development and launching of new programmes;
- Developing and producing Open and Distance Learning materials including writing of modules;
- Tutoring;
- Marking assignments as well as examinations;
- Carrying out research and creative work;

- Promoting University wide initiatives;
- Establishing partnerships with industry and local communities;
- Engaging in University and Community Services;
- Interfacing with other Faculties; and
- Carrying out any other duties as assigned by the Dean.

QUALIFICATIONS AND EXPERIENCE

- A Master's Degree in Linguistics OR African Languages (in which the linguistics component is very strong) OR English (in which the Linguistics component is very strong);
- A Bachelor's Degree in African Languages or English or Linguistics is a must;
- Possession of a PhD in any of the areas stated above is an added advantage;
- Working experience in a university setting, especially Open and Distance e-Learning is an added advantage;
- A minimum of two (2) years teaching experience in an institution of Higher Learning is a requirement;
- Computer literacy is a must; and
- Knowledge of Open and Distance Electronic-Learning mode of delivery would be an added advantage.

7.0. ENGINEER ICT [HARDWARE AND NETWORKS]: (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- LAN and WAN set-up for the institution;
 - Design and implementation of LANs & WAN for the university
 - Configure all network related devices
 - Monitor network to improve network performance & access speeds
 - Implement controls to reduce network downtime and outages
- Take charge of all ICT hardware repairs, service and maintenance;
 - Service and maintain all ICT equipment
 - Allocate repairs and maintenance work to technicians
 - Supervise and plan technicians' work
 - Make plans for regional visits to carry out repairs & maintenance
- Safeguard and maintain the continued operability of all PCs, servers and other ICT equipment to ensure a stable operating environment;
 - Recommend the best operating software for the institution.
 - Implement physical and logical security controls of routers, switches, servers & PCs.
 - Eliminate the possible existence of malicious software on the LAN & WAN.
 - Annually schedule preventative maintenance of all PCs and servers.
 - Set-up backup / recovery services for all institutional systems.
- Develop and implement an integrated Internet / e-mail policy;
 - Design procedures for internet and e-mail filtering.
 - Implement flexible tools for monitoring and enforcing e-mail / Internet usage.
 - Control e-mail content that moves around the institution.
- Expand the use of e-mail/internet throughout the institution as it moves towards a paperless office;
 - Issue e-mail accounts to staff users.
 - Conduct staff training on e-mail usage.
 - Submit material and suggestions to improve the ZOU website to the webmaster.

QUALIFICATIONS AND EXPERIENCE

- A good first degree in Engineering, Computer Science, Information Technology, Software Engineering or a related discipline;
- Sound working knowledge of networking equipment, accessories and related software;
- Should have implemented at least one major functional WANOR VPN or supported a similar installation;
- Sound working knowledge of Operating Systems including Linux administration;
- CCNA certification or studying towards final qualifying examination an added advantage;
- At least two (2) years post qualification work experience.

Candidates who do not have the stipulated requirements need not apply.

Interested and qualified persons should submit ten (10) sets of applications each consisting of an application letter, certified copies of educational and professional certificates and curriculum vitae with contact telephone numbers and names of at least three (3) referees. All envelopes should clearly indicate the post being applied for. **Applications should be received not later than 5 September 2020.**

Applications should be addressed to:

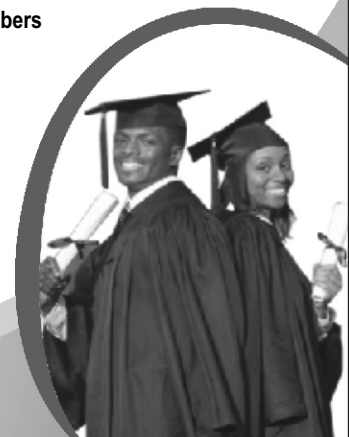
The Director, Human Resources, Zimbabwe Open University, P O Box MP 1119, Mount Pleasant, Harare

OR

Hand delivered to, 3rd Floor, Corner House, Cnr Samora Machel Avenue and Leopold Takawira Street, Harare

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

WWW.ZOU.AC.ZW





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8.0 ENGINEER, ICT SOFTWARE DEVELOPMENT (1 POST): NATIONAL CENTRE

MAIN DUTIES AND RESPONSIBILITIES

- Developing innovative software by executing full lifecycle software development in small teams using cutting-edge technologies, with an emphasis on Java2 Enterprise Edition (J2EE) components;
- Reviewing and improving on existing systems, making use of new technologies and methodologies to seek continual improvement for existing systems;
- Developing and directing software system testing and validation procedures, programming and technical system documentation;
- Code troubleshooting programmes utilising the appropriate hardware database, and programming technology;
- Working closely with support team to code and modify proposed solutions;
- Planning and coordinating the installation, testing and maintenance of systems software and related hardware;
- Maintaining quality development by establishing and enforcing organisation standards, developing software verification plans and quality assurance procedures.
- Identifying and resolving system bugs timely;
- Integrating software components into a fully functional software system;
- Working closely with the Systems Analyst in user requirements analysis and coordinating development cycle;
- Serve as a subject matter expert;
- Writing technical specifications and documentation;
- Preparing weekly, monthly, quarterly and annual reports on work done;
- Installing revised or new systems by proposing specifications and flowcharts; recommending optimum access techniques; coordinating deployment requirements;
- Assisting in installation, setup, upgrade, and configuration of applications
- Preparation of deployment and installation phases;
- IT security aspects validation and modification if necessary;
- Ensuring that new systems are built in a way that best ensures functional requirements are met whilst also ensuring that service qualities (performance, scalability, extensibility etc.) for now and the future are achievable;
- Performing any other duties as may be assigned by the Manager, Information Systems.

KNOWLEDGE AND SKILLS

- Database Administration (Added advantage)
- Database: Postgres, MySQL, MSSQL
- Operating systems: Windows 2008 or higher, Linux
- Programming tools: Eclipse, Spring Source Tool Suit, NETBEANS
- Web development tools: CSS, Dreamweaver

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Computer Science, Information Systems, Software Engineering, Information Technology or related equivalent;
- At least two (2) years post degree work experience;

9.0 INFORMATION OFFICER: INFORMATION AND PUBLIC RELATIONS UNIT (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Identifying and sourcing information that is valuable to the University in hard or electronic format, on a continuing basis;
- Gathering intelligence for the Office of the Vice Chancellor, keeping the office informed on local and international news and trends that have an impact on the University;
- Research, develop and create content for the Office of the Vice Chancellor's publications such as speeches, Annual Reports, corporate magazines, yearbooks/prospectus, etc;
- Writing articles/stories from University events, functions and exhibitions, as directed by the Director;
- Editing and proofreading communication from the University Units meant for public consumption;
- Manage and maintain information catalogues, photograph library and web resources;
- Plan, create and update a University Information Centre (Museum format) chronicling the history of the University;
- Create, update and communicate the University events calendar to all stakeholders;
- Monitoring the flow of internal communication so that all staff is fully informed of relevant University plans and activities;
- Preparing reports for the Director, with recommendations on building a more positive University image; and

- Performing any other duties as requested by the Director, Information and Public Relations.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Communication or Media or in a relevant field;
- At least two (2) years relevant post qualification experience in communications;
- A Master's Degree in Social Sciences will be an added advantage;
- Computer literacy and proficiency preferred;
- Unquestionable language and communication skills, both written and verbal.
- Experience in working with digital resources content management system is a must;
- Excellent organisational and presentation skills;
- Ability to work both independently and as part of a team.
- A qualification and/or proven experience in photography will be an added advantage

10. PLANNING OFFICER (MONITORING AND EVALUATION): CORPORATE PLANNING UNIT (1 POST)

The incumbent will report to the Manager, Corporate Planning.

DUTIES AND RESPONSIBILITIES

- Develop, monitoring, inspection and evaluation procedures for all University plans;
- Monitor all planned activities, expenditures and progress towards achieving planned output;
- Develop, monitoring and impact indicators for the success of University plans;
- Monitor and evaluate overall progress on implementation of strategic and other plans for desired results;
- Monitor the sustainability of the planned results;
- Provide feedback to the Manager on sustainability of University plans, strategies and activities;
- Suggest strategies to the Manager for improving the efficiency and effectiveness of each plan by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks (Theory of Constraints approach);
- Report monthly, quarterly, half-yearly and annual progress on all planned activities to the Manager;
- Conduct capacity assessment on existing monitoring and evaluation system;
- Participate in annual plan reviews and planning workshops and assist the Manager in preparing relevant reports for these activities;
- Support monitoring and evaluation of the effects and impact of University plans;
- Perform any other duties as assigned by the Manager.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Monitoring and Evaluation, Development Studies or Economics;
- At least two (2) years post qualification relevant experience.

11. ADMINISTRATION OFFICER, DIRECTORATE OF RESEARCH, INNOVATION AND TECHNOLOGY TRANSFER (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- A responsible position requiring a person with a high degree of initiative, creativity and systematic approach to work;
- Undertaking the overall administration of the Unit;
- Preparing monthly or quarterly reports
- Making bookings for workshops;
- Processing requisitions for cash
- Processing supervision and examination remuneration;
- Coordinating and servicing meetings including minute taking
- Assisting in the management and coordination of activities in the Unit
- Supervising all junior staff;
- Keeping records of the Unit;
- Preparing budgets for the Unit;
- Keeping and maintaining database for DPhil and MPhil students in liaison with the Faculties and Academic Registry;
- Carrying out any other duties as and when required by the Director, Institute of Research, Innovation and Technological Solutions.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Administration, Commerce or Social Sciences.
- Two (2) years relevant post qualification experience.

12. ADMINISTRATION OFFICER, STORES: FINANCE UNIT (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Keeping accurate records on materials, supplies and other general equipment;
- Producing periodic reports on Stores activities;
- Leading stocktaking exercise;
- Supervising Stores Clerks and checks the receiving and issuing of Stores items;
- Responsible for all the general management of the university stores;
- Raising purchase requisitions for replenishing inventory stock;
- Raising payment requisitions for payment of suppliers; and
- Any other duties as assigned by the Manager Finance and Administration.

QUALIFICATIONS AND EXPERIENCE

- A first Degree in Stores Management/Accounting/Business Studies/Full C.I.S/ACCA/C.I.M. A;
- A relevant Master's Degree will be an added advantage; and
- Two (2) years relevant working experience. Preference will be given to experience in Stores Management.

13. SYSTEMS ANALYST (2 POSTS)

MAIN DUTIES AND RESPONSIBILITIES

- The incumbent is responsible for the analysis of system user requirements and implementation of business solutions.
- Analysing user requirements, procedures, and problems to automate processing or to improve existing computer system modules;
- Writing detailed description of user needs, programme functions, flowcharts and dataflow diagrams to Developing or modify computer program;
- Carrying out initial systems tests to check for compliance with users' requirements;
- Reviewing computer system capabilities, workflow, and scheduling limitations.
- Planning and preparing technical reports and instructional manuals as documentation of program Development;
- Preparing time and cost estimates for completing new projects;
- Configuring, procuring and installing servers and other central computer equipment;
- Providing technical recommendations pertaining to existing application system problems;
- Bringing consultants to departmental staff in evaluating and recommending information technology solutions;
- Implementing technical security policies via systems coding and configuration of servers;
- Supporting existing enterprise software applications and databases as well as Microsoft office applications;
- Providing systems support including data backups, data restores, disaster recovery and storage management;
- Providing on-going systems training for users in the various University departments;
- Undertaking any other duties as assigned by the ICT, Engineer Systems Development

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Information Technology, Computer Science or a related discipline;
- Proficiency in using integrated development environments such as Netbeans/Eclipse for Java and Visual Studio for C++/C#;
- Database design, development and maintenance on MySQL, PostgreSQL and Microsoft SQL platforms;
- Proficiency in using data base management system software and program testing software.
- At least two (2) years post qualification work experience.

14. ICT PROGRAMMER: NATIONAL CENTRE (2 POSTS)

MAIN DUTIES AND RESPONSIBILITIES

- Setting up development environment with appropriate tools;
- Confirming projects requirements by reviewing program objective, input data, and output requirements with the analyst and supervisor;
- Encoding project requirements by converting workflow information into computer language;
- Developing and testing various software applications as per request from various Units of the organisation through the Systems Analyst;
- Maintaining historical records by documenting program development and revisions;
- Preparing systems technical documentation;
- Providing technical support to existing software applications;
- Preparing reference for users by writing operating instructions;
- Preparing a monthly report on work done; and
- Performing any other duties as delegated by the Manager, Information

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Systems.

KNOWLEDGE AND SKILLS REQUIRED

The successful candidate should be able to demonstrate knowledge and skills in the use of the following;

- Database: Postgres, MySQL, MSSQL
- Operating systems: Windows 2008 or higher, Linux
- Programming tools: Eclipse, Spring Source Tool Suit, NETBEANS
- Web development tool: CSS, Dreamweaver
- Application Packages: Belina, Pastel

QUALIFICATIONS AND EXPERIENCE

- A Bachelor of Science degree in Computer Science, Information Systems or relevant equivalent from a recognised university is pre-requisite;
- Must have at least two (2) years relevant post qualification work experience.

15. ICT TECHNICIAN: NATIONAL CENTRE (2 POSTS), MASHONALAND CENTRAL REGIONAL CAMPUS (1 POST), MANICALAND REGIONAL CAMPUS (1 POST) AND MATABELELAND NORTH REGIONAL CAMPUS (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Participate in the design, installation and support of LANs and WAN.
 - Carrying out site surveys of buildings earmarked for LANs.
 - Carrying out installation of LANs.
 - Carrying out maintenance and upgrade work on LANs.
- Provide support to staff and students on the use of e-learning resources
 - Train staff and students on accessing e-learning resources (online application and MyVista).
 - Attend to user queries/trouble shooting on the e-learning platform.
- Service, maintain and repair ICT equipment
 - Accept job requests from staff and students.
 - Complete ICT Job Card/iTop query for each job attended.
 - File job card and dispatch repaired equipment to users.
 - Carryout scheduled maintenance of ICT equipment 3 times a year
 - Keep an updated ICT register at all times.
 - Compile and submit an ICT asset disposal list after each scheduled maintenance.
- Install and configure hardware and software
 - Install selected software on designated hardware.
 - Configure hardware and software as requested.
 - Completing ICT job card/installation record for each job attended.
- Run an elaborate back-up system that ensures that selected user data and documents are archived/stored offline
 - Backups of user data/documents on removable media.
 - Backup logs recorded and filed.
 - Backup media packaged and moved to secured storage place.
- Check the state of all critical devices and printers to ensure continuous functionality and access to services at all times
 - Servers, routers, switches and printers' status confirmed daily.
 - Network connectivity and Internet availability 24/7.
 - Network status reported on weekly basis.
- Provide sound technical support to the institution's ICT users
 - Train/coach users on the operations of selected software applications (Office 365, Pastel and ARIS).
 - Attend to all users' ICT application queries.
 - Educate users on the best practices when using ICT equipment.
 - Carryout ICT advocacy as guided by the ICT Policies.
 - Performing any other relevant duties as assigned by the Regional Director.

QUALIFICATIONS AND EXPERIENCE

- National Diploma in Computer Science, Information Technology or a

relevant technical field, from a recognised examination board such the Higher Education Examination Council (HEXCO); or

- City and Guilds Science, Computer Technicians Certified at advanced level or Part 2 level; and
- At least two (2) years relevant post qualification experience.

16. ACCOUNTANT, BUDGETARY CONTROL: FINANCE UNIT (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Allocating financial resources to Units;
- Controlling operating expenses in line with budgets;
- Preparing monthly Budget Variance Analysis;
- Ensuring that amounts advanced to Regional Centres are correctly posted into the Accounting System
- Ensuring that weekly expenditure returns are received from all Regional Centres;
- Receiving all payment requisitions from Units and pass for payment if they are in order;
- Verifying that correct Accounts/Votes have been quoted on payment requisitions and purchase orders;
- Producing weekly cash positions and payment proposals for management decision making;
- Ensuring that all Invoices from suppliers and payments are captured in the system;
- Ensuring that all Creditors Reconciliations are done on a monthly basis;
- Producing monthly Creditors Age-Analysis;
- Dealing with payment queries from departments and suppliers;
- Supervising junior staff;
- Producing the Audit file for external audit;
- Liaising with Auditors (both internal and external) on issues to do with Creditors, Regional Centre's expenditures and Budgetary Control; and
- Carrying out any other duties as and when required by the Finance Manager.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Studies, ACCA Part 2 + Project, full CIMA, full CIS;
- Membership of a relevant professional association such as CIMA, ACCA, SAA or ICSA(Z) is a pre-requisite;
- Master's Degree in Accounting, Finance or Business Administration is an added advantage;
- Two (2) years of relevant post qualification work experience; and
- Working knowledge of Pastel Evolution Accounting System.

17. ACCOUNTANT: HARARE/CHITUNGWIZA REGIONAL CAMPUS (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Maintaining all student ledger accounts;
- Overseeing the maintenance of students' ledger accounts by Regional Centres;
- Ensuring the processing of all students invoices in Pastel, ensuring the processing of CBZ bank generated student deposits in the University accounting system;
- Producing debtors age analysis on a monthly basis;
- Producing monthly debtor's reconciliation;
- Ensuring that bank reconciliations for all student's deposit bank accounts are done on a monthly basis;
- Producing weekly, monthly, and quarterly reports for management accounts;
- Supervising Accounts Clerks;
- Monitoring and facilitating SSB stop order deductions and EDULOAN applications;
- Attending to queries from students and other stakeholders;
- Producing the audit file for external audit
- Liaising with Auditors (both internal and external) on issues to do with student's accounts;
- Any other duties as assigned by the Regional Director.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Studies, ACCA Part 2 + Project, full CIMA, full CIS;
- Membership of a relevant professional association such as CIMA, ACCA, SAA or ICSA(Z) is an added advantage;
- Masters Degree in Accounting, Finance or Business Administration is an added advantage; and
- Two (2) years of relevant post qualification experience.

18. ASSISTANT ACCOUNTANT, PROJECT AND GRANTS: DIRECTORATE OF RESEARCH INNOVATION AND TECHNOLOGY TRANSFER (1 POST)

MAIN DUTIES AND RESPONSIBILITIES

- Ensuring that all periodic returns from the farms are submitted on time and accurate;
- Posting farm projects transactions into accounting system;
- Reconciling advances to the farms with returns from the farms;
- Banking reconciliations for farms bank accounts;
- Checking correctness of monthly farm wages schedules;
- Computing performance based bonus payments for farm employees;
- Consolidating monthly progress reports from farm managers;
- Initiating and following up on procurement and payment requests from the farms;
- Filing of documents; and
- Any other duties as may be assigned by the Manager, Projects and Commercialisation.

QUALIFICATIONS AND EXPERIENCE

- First degree in Accounting / Banking and Finance / Business Administration / Full CIS, CIMA or ACCA;
- MBA or MCom will be an added advantage;
- At least 2 years post qualification experience; and
- Proven experience in performing bank reconciliations.
- Knowledge and experience in the use of Pastel Evolution accounting system.

19. CHIEF ACCOUNTS CLERK: FINANCE UNIT: 2 POSTS)

MAIN DUTIES AND RESPONSIBILITIES

- Making bank reconciliations for the main accounts of the Zimbabwe Open University;
- Presenting reconciliation reports;
- Contacting Regional Accounts Clerks to clarify areas of misconception;
- Preparing and posting journals for correcting errors;
- Correcting clerical errors and duplication before batch update;
- Capturing direct bank charges and payments into the system;
- Supervising all Accounts Clerks in the Section;
- Checking all receipts made and ensuring the correct amount is banked;
- Checking all cash transactions done in the cash office to ensure accuracy;
- Checking all payments;
- Primary Authoriser of corporate payments; and
- Performing any other duties as assigned the Accountant.

QUALIFICATIONS AND EXPERIENCE

- At least a Higher National Diploma in Finance, Accounting or Business Studies;
- A higher qualification in Finance, Accounting or Business Studies would be an added advantage; and
- Two (2) years relevant working experience.

20. ACCOUNTS CLERK: FINANCE UNIT (2 POSTS)

MAIN DUTIES AND RESPONSIBILITIES

- Making bank transfers to the Regional Centres and to all creditors;
- Making bank transfers to other third parties;
- Checking receipts against deposit slips;
- Making follow-ups on uncaptured requisitions;
- Identifying uncaptured requisitions by the financial year-end;
- Checking the authenticity of receipts and invoices;
- Making follow-ups on missing documents and seeking explanations on any material anomalies;
- Construction and Maintenance of Asset Register;
- Expensing Inventory to relevant departments;
- Posting cash office cash transactions;
- Posting cash office paynet transactions;
- Posting direct debits and credits from the monthly bank statements;
- Posting journals; and
- Any other duties as delegated by the Chief Accounts Clerk

QUALIFICATIONS AND EXPERIENCE

- National Certificate in Accounting, Finance or Business Studies;
- Five (5) 'O' level passes including English language and Mathematics; and
- At least one (1) year relevant working experience.

Candidates who do not have the stipulated requirements need not apply.

Interested and qualified persons should submit ten (10) sets of applications each consisting of an application letter, certified copies of educational and professional certificates and curriculum vitae with contact telephone numbers and names of at least three (3) referees. All envelopes should clearly indicate the post being applied for. **Applications should be received not later than 5 September 2020.**

Applications should be addressed to:

The Director, Human Resources, Zimbabwe Open University, P O Box MP 1119, Mount Pleasant, Harare

or

Hand delivered to, 3rd Floor, Corner House, Cnr Samora Machel Avenue and Leopold Takawira Street, Harare

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED

www.zou.ac.zw

