



Cnr Josiah Tongogara/Robert Mugabe Way

P.O. Box 640

**Mutare, Zimbabwe**

Telephone: 263-2020-63141/63153/63188

Email: principal@mutarepolytechnic.ac.zw

www.mutarepolytechnic.ac.zw

**JOB OPPORTUNITIES**

Applications are invited from suitably qualified and experienced individuals to fill the under listed full -time lecturing and non- lecturing positions.

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| **POST** | **NO. OF POSTS** | **MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE** |
| Automobile Electrics & Electronics- Lecturer | 1 | National Certificate in Automobile Electrics & Electronics  Skilled Worker Class 1 Certificate  National Diploma in Automotive Engineering/ Automotive Technician/ Automobile Electrics Engineering is an added advantage and candidates must be practically-oriented and hands on. A teaching qualification, research and innovation knowhow is an added advantage. At least two years relevant experience in the field. |
| Librarian | 1 | Degree/Higher National Diploma in Library and Information Science  Knowledge of trends in Library Science, including the ability to evaluate emerging technologies. At least one year relevant working experience in the field. |
| Laboratory Hand | 1 | Five (5) Ordinary Level passes including English Language, IT proficient.. |
| Senior Watchman | 1 | Five (5) Ordinary Level passes including English Language, a clean criminal record.  Basic Security Training certificate and IT proficiency  At least one year previous experience in the security field. IT proficient. |
| Office Orderly | 1 | Five (5) Ordinary Level passes including English Language.  Basic Security Training certificate and IT literate  At least one year previous experience in the security field. IT proficient. |
| Human Resources Management –  Lecturer | 1 | Degree/ Higher National Diploma in Human Resources Management  Capable to teach payroll administration, Payroll Packages, Labour Economics, Workplace Psychology, Business Information Systems and other Human Resources modules.  At least two years relevant working experience.  A teaching qualification, research and innovation knowhow is an added advantage. |
| Wood Technology –  Lecturer | 2 | Degree / Higher National Diploma in Wood Technology (Design amd Manufacturing) or Wood Science  Skilled worker class 1 (Wood Machinist). Candidates must be practically-oriented and hands on  A teaching qualification, research and innovation knowhow is an added advantage. |
| Animal Production-  Lecturer | 1 | Degree/ Higher National Diploma in Agriculture/ Animal Production/ Crop Science/ Crop Production. Candidates must be practically-oriented and hands on.  At least two years relevant working experience  A teaching qualification, research and innovation knowhow is an added advantage. |

Interested individuals should submit written applications accompanied by detailed curriculum vitae, certified copies of academic and professional qualifications, birth certificate and national identification card not later than **Friday , 12 April 2024**, **addressed to The Principal Mutare Polytechnic P. O. Box 640 Mutare or emailed to:**

[**principal@mutarepolytechnic.ac.zw**](mailto:principal@mutarepolytechnic.ac.zw) in a single portable document format **(pdf**). For more information regarding the positions, kindly log on to our website [**www.mutarepolytechnic.ac.zw**](http://www.mutarepolytechnic.ac.zw)**.**

**NB.**

* Former Civil Servants should attach clearance by the Public Service Commission.
* Please note that only shortlisted candidates will be communicated to.
* Successful candidates to find own accommodation in Mutare.

**Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development**  **MUTARE POLYTECHNIC**

**JOB DESCRIPTION**

**JOB TITLE: SENIOR WATCHMAN**

## REPORTING TO: ADMINISTRATION OFFICER

**DUTIES AND RESPONSIBILITIES**

1. Be able to surveil college premises, provide protection to both human and physical assets of the Polytechnic and to prevent vandalism to all Poly properties

2. Check, monitor and report attendance of security guards daily.

3. To supervise and deploy Watchmen to various posts.

4. Patrolling and checking physical status in deployment point’s posts.

5. Reporting security positional status, daily and for emergencies.

6. Ensuring that all searches, vetting of visitors are done properly.

7. Enforcing discipline in Watchmen.

8. Protecting institutional assets.

9. Training of Watchman.

10. Liaising with ZRP on crimes and cases requiring arresting members.

11. Making investigations and making reports.

**SKILLS AND ATTRIBUTES**

* Excellent report writing and communication skills
* Demonstrable experience of dealing with difficult situations and customers
* Ability to work unsupervised and as a team and be responsible for all security and welfare issues out of office hours.
* Interviewing and investigation skills
* Able to deal with sensitive and confidential matters appropriately at all times
* Able to demonstrate integrity, trust and honesty at all times
* Able to empower others by delegating responsibility whilst maintaining accountability.
* Ability to work under stress and to access high risk situations.
* Computer skills and knowledge

**Perform ANY OTHER DUTIES and responsibilities which may be assigned by the Admin Officer, Vice-Principal and Principal**

**JOB DESCRIPTION**

**JOB TITLE: LECTURER**

Reports to and is accountable to the Lecturer in Charge.

**DUTIES AND RESPONSIBILITIES**

1. **Lecturing**

* Lecture on a range of courses in the field of specialty that include digital learning/ E-learning
* Proper planning of termly work i.e. preparation of schemes of work and research
* Preparation of work plans to ensure completion of syllabi on time.
* Use of appropriate lecturing methods and training aids.
* Identify and facilitate invitation of guest Lecturers.
* Identify and facilitate education tours
* Help each trainee develop his/her potential.
* Offer quality services to students.

1. **Instruction/ Lecturing Material Design**

* Develop appropriate lecturing aids in accordance with curriculum/syllabi requirements in line with technological advancement.

1. **Supervision**

* Initiate and maintain student discipline
* Provide guidance and counseling to students
* Implementation of the college’s code of conduct.

1. **Records Management**

* Keeping of accurate student records:-
* Attendance
* Mark schedules
* Relevant personal details

1. **Curriculum Development and Review**

* Assist in the organisation and development of courses.

1. **Health and Safety**

* Create, promote and maintain a healthy and safe working environment in lecturer halls, laboratories and workshops.

1. **Assessment**

* Timeous setting of local and national examinations.
* Marking of tests, assignments and projects on time.
* Completion of progress reports in time.
* To conduct aptitude tests for prospective students.
* Organizing and invigilation of local and National Exams.

1. **Revenue Generation**

* Initiative and participate in production services and participate on institutional projects.

1. **Research and Innovation**

* Initiate, innovate and undertake research to solve local problem in line with Education 5.0 and produce goods and services.
* Writing research proposals, papers, modules and other publications
* Initiate and undertake Research and consulting as and when necessary.

1. **Co- curriculum Activities**

* Contribute and participate in co-curriculum activities.
* Undertake any other duties and responsibilities, including administrative duties one may be assigned from time to time by the Principal, Vice Principal, Head of Division, Head of Department and Lecturer in Charge and going beyond the call of duty and having sense of ownership.

**KEY SKILLS & ATTRIBUTES**

* Highly motivated
* Excellent presentation skills
* Excellent research skills
* Written and verbal communication skills
* Expertise in a particular subject area or areas
* Honesty, dedication and fairness
* Computer skills and knowledge

**JOB DESCRIPTION**

**JOB TITLE: LABORATORY HAND**

**REPORTS TO: Lecturer In Charge**

**DUTIES & RESPONSIBILITIES**

1. Draw up lists of consumables required for practicals.
2. Issues consumables to students
3. Maintains record of consumables
4. Assists in the procurement of equipment
5. To clear and clean lab equipment after use and to see that the laboratory is kept clean.
6. Perform any other duties as may be delegated by the Head of Department, L.I.C and Lecturers
7. Be computer literate and able to maintain records using the current technologies.

**JOB DESCRIPTION**

**JOB TITLE: LIBRARIAN**

Reports to and is accountable to the Head of Department for Library

**DUTIES AND RESPONSIBILITIES**

1. Establish and implement library policies and procedures.
2. Digitize information sources
3. Handle enquiries from library users and provide necessary support in search for library sources
4. Train and guide the activities of library personnel and students as needed
5. Perform a variety of circulation duties such as checking books and library materials
6. Effective supervision of staff and resources in the library
7. Implement organizational policies that are geared towards ensuring better security of inputs and assets
8. Ensure regular maintenance of equipment and assets within the library
9. Report any damage caused and repairs needed in library
10. Providing recommendations that can improve security of the library and the polytechnic’s library equipment
11. Keeping up to date with developments in the library sector and participating in professional groups or networks
12. Establishing and maintaining effective working relationships with academic staff, students as well as external bodies
13. Prepare library budgets
14. Create and publish web based content including research work
15. Manage patron access to resources
16. Ability to promote on teaching and learning
17. Prepare and submit monthly reports on the library to the Head of department
18. Performing any other duties as assigned by the supervisor

**QUALIFICATIONS AND ATTRIBUTES**

* Degree/ Higher National Diploma in Library and Information Science
* Good communication skills
* Must be of high integrity
* Proven IT skills particularly of library systems
* Must have knowledge of library key trends

***NB. The job descriptions are subject to change. Can take what suits your environment.***

**JOB DESCRIPTION**

### JOB TITLE: OFFICE ORDERLY

**REPORTS TO: ADMINISTRATION OFFICER**

1. Delivering and collecting mail, documents and perform messengerial duties and perform related errands as requested such as going to the post office and other government departments.
2. Cleaning Admin offices, doors, windows, corridors, stairs and rest rooms
3. Operating basic office equipment and assist staff with operating the equipment.
4. Collecting and distributing correspondences, files, memo, internally as directed.
5. Greet public and clients and direct them to the correct staff member.
6. Keeping the offices, restrooms and public areas clean and tidy.
7. Receiving, sorting and distributing incoming mail
8. Prepare outgoing mail for distribution
9. Prepare meeting rooms for meetings, and liaise with the secretaries
10. Assist with physical arrangement of furniture and other equipment in offices
11. Prepare and serve refreshments, teas and lunches as well as keeping the kitchen in a clean condition at all times
12. Retrieve information when requested
13. Assist with replenishment of basic office supplies
14. Perform work related errands as requested such as going to the post office.
15. Keep office area and surroundings clean and tidy
16. Requires walking and extensive use of hands
17. Requires pushing bending, lifting, twisting and carrying sometimes heavy items.

**POSITION REQUIREMENTS AND SKILLS**

* Knowledge to operate office equipment
* Basic computer skills experience
* Communication skills
* Customer care and service skills
* Interpersonal skills
* Organizing and office management skills

**COMPETENCIES**

* Compliance with rules, regulations, processes and procedures
* Flexible and adaptable to change
* Professionalism and adherence to good work ethics (integrity, dependability, punctuality, confidentiality etc)

**Perform ANY OTHER DUTIES and responsibilities which may be assigned by SUPERIORS**