TERTIARY EDUCATION SERVICES
MUTARE POLYTECHNIC

DUTIES AND RESPONSIBILITIES OF A LECTURER

MAIN DUTIES PERFORMED:

Verb	Subject	Specific Activity
Impart	Knowledge and Skills by	• Interpreting course modules/syllabi regulations and guidelines • Planning lectures • Delivering lectures through blended learning approaches • Demonstrating skills • Evaluating students • Administering coursework • Translating policy documents into practical teaching and learning strategies • Implementing assessment strategies that align with institutional and national academic standards • Designing training materials lists • Providing guidance and counseling • Advising on career guidance and professional development • Promoting correct professional ethics, deportment and patriotism. • Organizing field trips
Assess	Skills proficiency and competencies by	• Planning proficiency schedules • Mobilizing resources • Demonstrating how to carry out skills and competencies • Supervising learners in line with industry best practice • Grading/rating students/trainee conformance to industry best practice
Supervise	Student projects and On the Job Education and Training by	• Approving student project proposals • Checking and reviewing projects progress periodically • Coordinating with industry for students' placements • Collaborating with industry on students' progress and assessments • Following up students on attachment to check scope of work students is being exposed to.
Facilitate	Innovation by	• Monitoring applied research, to develop prototypes and solutions • Designing and fabricating products using available technologies

		• Improving production processes for efficiency and quality • Collaborating with industry and community stakeholders • Supervising students in innovation and production projects • Documenting and presenting innovations for commercialization and exhibitions
Facilitate	Industrialization of Innovations by	• Transforming prototypes into scalable products or services • Collaborating with industry for mass production • Securing intellectual property rights • Conducting market feasibility studies • Establishing production processes and quality control systems • Facilitating linkages with investors and funding agencies
Conduct	Research by	• Identifying socio-economic and technological challenges affecting communities • Designing research tools and protocols that address community challenges • Implementing research protocols • Analyzing research outcomes • Evaluating research outcomes • Publishing research outcomes at symposia, in relevant journals and at research conferences.
Engage	Communities by	• Studying endogenous knowledge systems for rural industrialization. • Conducting integrated skills expansion outreach programmes (ISEOP) for practical skills acquisition in communities • Promoting community participation in economic development

CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:

- Computer literacy
- Technical
- Training
- Accuracy
- Counselling
- Written and verbal communication
- Teamwork
- Analytical
- Evaluation
- Report writing
- Integrity

SUMMARY OF THE DUTIES AND RESPONSIBILITIES OF AN EXECUTIVE ASSISTANT

MAIN DUTIES PERFORMED:

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Verb	Subject	Specific Activity
Manage	Office schedules by	• Maintaining diaries • Making appointments • Organizing and coordinating daily schedules. • Receiving emails and phone calls
Arrange	Travel itineraries by	• Researching travel options • Making requisitions for booking accommodation • Compiling Advance forms, Travel and Subsistence allowances.
Manage	Documents by	☐ Typing ☐ Classifying correspondences ☐ Filing
Mann	Front office by	• Receiving visitors • Screening and directing visitors • Screening and diverting phone calls and emails • Handling correspondence

13. CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:

☐ Oral and written communication skills
☐ Interpersonal relationship
☐ Discretion and confidentiality
☐ Customer service
☐ Time management
☐ Highly organised individual
☐ Basic computer skills
☐ Report writing skills

SUMMARY OF THE DUTIES AND RESPONSIBILITIES OF A STORES ASSISTANT

MAIN DUTIES PERFORMED:

Verb	Subject	Specific Activity
Receive	Goods and stock by	• Checking quantity and specifications of goods • Maintaining stock cards and bins • Generating goods received notes • Capturing received goods • Monitoring and reporting stock levels
Record	Materials by	• Capturing damaged goods • Maintaining control numbers in the register

		• Maintaining respective registers • Indexing received goods and equipment
Issue	Materials by	☐ Maintaining issue register ☐ Serving departments as per requests ☐ Checking quality and quantity of issued goods
Conduct	Stock take by	• Counting materials (stock) in the stores • Comparing counted materials with the balances in the registers • Writing a report
Maintain	Cleanliness by	• Following daily cleaning routines of storerooms and its surrounding environments • Rearranging the storeroom

☐ **CRITICAL OR TECHNICAL COMPETENCIES REQUIRED:**
☐ Organized
☐ Computer skills
☐ Communication skills
☐ Self -starter
☐ Customer care
☐ Integrity
☐

SUMMARY OF THE DUTIES AND RESPONSIBILITIES OF A GENERAL FARM WORKER

- Plant, cultivate, and harvest crops.
- Feed and care for livestock.
- Operate and maintain farm machinery and equipment.
- Assist with irrigation and fertilization of crops.
- Assist with pest and disease control.
- Perform general farm maintenance tasks.
- Ensure compliance with health and safety regulations and procedures.
- Maintain accurate and up-to-date records and reports.
- Perform other duties as assigned by the Farm Manager.
- Willingness to relocate, stay and live on the farm. ·Physically demanding and stamina.