MUAST
MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCY

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

ACADEMIC REGISTRY

FACULTY ADMINISTRATOR (1 POST)

We are looking for a Faculty Administrator who will be involved with administration duties at faculty/institute level.

Duties and Responsibilities

- Overall administration and effective running of the Faculty/Institute, ensuring efficient day-to-day operations and optimal staff establishment.
- Participate in student recruitment, outreach and marketing initiatives for Faculty/Institute programmes.
- Serve as the first point of contact for Faculty/Institute-related enquiries from students, staff, associate colleges, and the public, both in person and via telephone or email.
- Ensure the smooth, timely, and accurate flow of information within the Faculty/Institute to support academic and administrative operations.
- Oversee the distribution, filing, and storage of correspondence, records, emails and official documents.
- Attend to student queries relating to admissions, registration, examinations, teaching, assessment and graduation.
- Coordinate and manage student admissions and registration processes for both main campus and Associate Colleges.
- Maintain and update the Faculty/Institute teaching timetable in liaison with the central timetabling office and ensure the smooth conduct of lectures.
- Coordinate, process and manage Faculty/Institute-level examinations, including preparation of examination timetables, serving as Chief Invigilator and processing results for the Faculty Board of Examiners and Academic Board.
- Prepare graduation documentation, including compiling and presenting comprehensive lists of graduands to the Executive Dean for approval.
- Act as Secretary to Faculty/Institute Committees, University Committees, Boards of Examiners, and the Board of Associate Colleges, including preparing agendas, minutes, and follow-up action schedules.
- Develop, review, update and implement Standard Operating Procedures (SOPs), policies, and administrative systems for Faculty/Institute operations, ensuring compliance with university regulations.
- Plan, coordinate and continuously improve administrative procedures and systems to enhance efficiency and service delivery.

- Liaise with the Human Resources Section on Faculty/Institute-related staffing, performance management and welfare issues.
- Oversee Faculty/Institute facilities, including readiness of lecture venues, offices, and equipment and coordinate maintenance activities with relevant departments.
- Organise and coordinate seminars, workshops, guest lectures and other Faculty/Institute events in collaboration with academic staff and support departments.
- Support academic staff with travel and logistical arrangements related to teaching and research activities.
- Conduct class visits and monitoring activities to ensure compliance with university regulations, including verification of bona fide students.
- Perform any other duties as may be assigned by the Executive Dean, Director, or Registrar.

Qualifications and Experience

- A Bachelor's Degree in Administration, Business Administration, Marketing, Education, Social Sciences, Arts and Humanities, or a related field.
- A Master's Degree in a relevant discipline will be a distinct advantage.
- A minimum of four (4) years' relevant experience in an administrative role, preferably within a university or higher education institution.
- Proven experience in faculty or academic administration, student records management, examinations, and committee servicing will be an added advantage.
- Excellent verbal and written communication, interpersonal, organisational and time-management skills.
- Ability to think creatively, solve problems, exercise sound judgment, and work effectively in a fast-paced and results-oriented environment.
- Demonstrated leadership and supervisory skills, with the ability to work collaboratively with diverse stakeholders.

Condi**tions of Service**

Leave, contributory medical aid and pension are offered. Information on salary and other benefits will be made available to shortlisted candidates.

Applications

Applicants should submit the following documents: application letter, certified copies of certificates, national identification and a 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 and addresses of three referees including their email addresses. Email your application dossier as a single pdf file to: vacancies@muast.ac.zw. Include the post you're applying for in the subject line. The closing date for receipt of applications is Friday 6 February 2026. Only shortlisted candidates will be contacted.

Please note that the University does not have Agents who receive applications on its behalf for advertised posts.