MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCIES

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

DEPARTMENT: CENTRAL SERVICES DEPARTMENT

Administrative Assistant-Fixed Term (1 POST)

QUALIFICATIONS AND EXPERIENCE

Applicants must possess at least a Bachelor's degree in Administration, Management, Social Science Degree, or equivalent. At least two (2) years' post qualification experience in similar role. Experience in tertiary institution would be an added advantage. The applicant should possess good writing, oral communication skills and good digital skills are a prerequisite.

Duties and Responsibilities

- Assisting with the supervision of cleaning staff work and operational support during preparations for major events, examinations sessions including graduation ceremonies and University workshops.
- Administer the issuing and movement of furniture, stationery, cleaning materials and hiring of facilities.
- Compilation of reports of all furniture and other structures for repair.
- Monitoring of Housing Allocation for the University.
- Supervising the cleaning of teaching\learning venues, ablutions and examinations venues.
- Ensuring the general cleanliness of the University.
- Performing any other duties as assigned by the supervisor.

CONDITIONS OF SERVICE

Information on salary and other benefits will be made available to shortlisted candidates.

APPLICATIONS

Applications should include the 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. Police clearance is mandatory for successful candidates.
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 30 October 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.