



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: BURSARY

FARM CLERK (1 POST)

QUALIFICATIONS AND EXPERIENCE

Applicants must have a minimum of five Ordinary Level passes, including English Language and Mathematics, with at least a Grade C. A National Diploma in Accounting or an equivalent qualification is required. Candidates should also have at least one year of relevant work experience. Proficiency in an accounting package such as Pastel will be an added advantage.

Duties and Responsibilities

- Maintaining accurate records of farm activities, including daily, weekly, and monthly data.
- Ensuring proper filing of documents (invoices, GRVs, Issue Notes etc.).
- Monitoring and advising management on stock levels of various farm inputs (e.g. feed, fertilisers, seeds) and outputs (e.g. crops).
- Conducting monthly stock counts.
- Processing receipts for farm produce and cash transactions.
- Handling day-to-day administrative tasks, such as managing employee Records.
- Managing the farm's stores, including receiving, storing, and issuing supplies and equipment.
- Verifying the accuracy of orders received, ensuring proper weighing and bagging of harvested crops.
- Maintaining clear communication with farm managers, supervisors, and other relevant staff to ensure efficient resource utilisation.
- Any other duties as may be assigned by the supervisor.

CONDITIONS OF SERVICE

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

How to Apply

Submit your application dossier as a single PDF file to: vacancies@muast.ac.zw.

Indicate the position you are applying for in the email subject line.

The closing date for applications is Friday, 08 May 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.