



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCY

PUBLIC, INTERNATIONAL RELATIONS AND RESOURCE MOBILISATION DEPARTMENT

Alumni Officer (Fixed-Term Contract)

The Alumni Officer reports to the Public, International Relations and Resource Mobilisation Manager.

Qualifications and Skills

Applicants must hold a Bachelor's degree in Public Relations, Marketing, Communications, Journalism, or a relevant social science discipline from a recognised University. Applicant should have excellent verbal and written communication skills with a clear, engaging tone and strong networking and interpersonal skills to engage confidently with diverse stakeholders.

Duties and Responsibilities

- Develop and execute creative programs, chapters, and initiatives to keep graduates actively connected to the University.
- Produce and manage alumni content, including newsletters, success stories, and web updates.
- Maintain the integrity of the alumni database, tracking graduate career progressions, contact details, and engagement history.
- Plan and execute alumni events, reunions, networking forums, and annual general meetings (both physical and virtual).
- Connect current students with alumni for mentorship programs, internships, and guest lecture opportunities.
- Identify prominent alumni leads and assist with resource mobilisation campaigns.

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: rchibanda@muast.ac.zw by Monday, 22 June 2026. Include the post you're applying for in the subject line.

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