

VACANCY

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

REGISTRY DEPARTMENT

ASSISTANT REGISTRAR, PAYROLL (1 POST)

Qualifications and Experience

Applicants must have a Higher National Diploma in Human Resources Management, Accounting or related field. A qualification in Payroll Administration from a recognised institution is a must. Membership of a Professional Board and a Degree are added advantages. The applicant must have at least 3 years' experience in Payroll Administration or similar role, contemporary knowledge of payroll procedures and related statutes, regulations and policies.

Duties and Responsibilities

- Timeous and accurate processing of the payroll.
- Checking all payroll related payments to ensure zero financial leakages.
- Processing salaries, benefits, garnishees, deductions, taxes and third-party payments in the payroll and ensuring compliance with Regulatory entities.
- Updating payroll records by reviewing changes such as department transfers, job titles, deductions, pension coverage and exemptions.
- Maintaining accurate and up-to-date salary administration records.
- Preparing periodic payroll reports.
- Liaising with auditors and managing payroll audits.
- Ensuring compliance to labour and tax laws and internal policies.
- Resolving payroll and pension-related queries.
- Ensuring that the Payroll System is up-to-date.
- Administering back-up of the University payroll system in liaison with relevant stakeholders to avoid risk.
- Keeping track of expiring contracts and advising management of such.
- Reconciling all statutory levy returns.
- Managing NSSA Portal, SDL, and PAYE Calculations.

Conditions 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 are applying for in the subject line. The closing date for receipt of applications is Friday 30 January 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.