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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:

WORKS AND ESTATES DEPARTMENT

Projects Officer (1 Post)

Duties and Responsibilities

- Preparation of designs and working drawings for infrastructure projects
- Drafting designs that reflect green building values and adhering to all industry standards
- Working around limiting factors like legislation, town planning, project budget and environmental impact
- Making variations to existing plans and designs
- Producing progress reports and monitoring and evaluation of projects
- Participating in the development of a maintenance plan for University infrastructure
- Supervision of repairs, maintenance and construction works done by the University
- Any other related duties as assigned by the Director of Works and Estates.

Qualifications and Experience

- A Bachelor's Degree in Architecture or equivalent. Possession of a Certificate in Project Management is an added advantage
- At least three years relevant post qualification experience
- Computer literacy and conversance in design software such as ArchCAD.

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 must submit six (6) sets of applications which 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. Applications in envelopes clearly indicating post applied for should be addressed and sent via registered mail to:

The Acting Deputy Registrar, Human Resources and Administration
Marondera University of Agricultural Sciences and Technology
P.O. Box 35

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hand deliver or send by courier to:

Marondera University of Agricultural Sciences and Technology
CSC Campus, Industrial Sites
15 Longlands Road

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The closing date for receipt of applications Wednesday, 8 December 2021. Only shortlisted candidates will be contacted.

The University does not charge applicants a fee at any stage of the recruitment process and does not have Agents who receive applications on its behalf.