



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

STUDENT AFFAIRS DEPARTMENT

Dean of Students

The Dean of Students is part of the University's Senior Management team, responsible for providing strategic leadership to the Student Affairs Department and coordinating the administration of various functions that respond to students' needs at the University. The successful candidate will be appointed on a four-year contract.

Qualifications and Experience

- A Master's Degree in Education, Social Sciences, Management or equivalent
- A Bachelor's degree in Education or equivalent
- At least five (5) years post-qualification experience, four (4) of which should be at managerial level in a University setting
- Applicants should be mature, be of high integrity, have critical thinking and analytical skills, have excellent written and oral communication skills, good interpersonal skills and be able to work under pressure.

Reporting to the Vice Chancellor, the Dean of Students shall be responsible for:

Duties and Responsibilities

- Providing leadership, directing and managing the Student Affairs Department to achieve the University and Department's goals and objectives
- Formulation and implementation of students' related policies, monitoring and reviewing policies and programmes related to student learning and services
- Setting up structures and overseeing activities of all Units that fall under the Student Affairs Department that include amongst others, Health Services, Canteen Services, Chaplaincy and Sports
- Planning and implementing New Students' Orientation programmes in liaison with Academic Registry
- Management of the Departmental Budget, sourcing of funds and donations to support student activities and allocation of resources
- Ensuring that both on and off campus student residences are of high standard and enhance student learning and morality as well as nurturing positive behaviours
- Act as a point of contact for students and address questions and concerns on issues such as discrimination and sexual harassment
- Working closely with the Student Representative Council in planning activities such as conscientisation programmes, tours, visits and entertainment
- Representing the University at various fora involving students, Government agencies, donor and support services groups, parents and the general public
- Handling emergencies and crisis situations pertaining to students and campus life.
- Overseeing the development of the Alumni Association
- Any other related duties as assigned from time to time.

CENTRE FOR RESEARCH, INNOVATION AND TECHNOLOGY TRANSFER (3 Posts)

Business Development Manager

The Business Development Manager is part of the Senior Management Team, responsible for the identification, development and implementation of new business opportunities in the University.

Qualifications and Experience

- A Master's Degree in Agricultural Sciences, Business Management, Administration or equivalent
- A Bachelor's degree in Agricultural Sciences, Business Management
- At least five (5) years post-qualification experience
- Applicants should be mature and be able to work collaboratively, have critical thinking and analytical skills, excellent written and oral communication skills and good organizational skills.

Reporting to the Director, Research, Innovation and Industrialisation, the Business Development Manager shall be responsible for:

Duties and Responsibilities

- Engaging with the entire University community to appreciate their capabilities and business ideas
- Identification, development and implementation of new business opportunities across the University
- Ensuring knowledge transfer and overseeing the formation and commercialisation of business units
- Writing business plans which include the financial budget, financial projections and delivery plans
- Researching organisations and individuals to identify new leads for business growth
- Generating new income streams through development and commercialisation of projects
- Engaging industries, businesses and relevant sectors for possible partnerships and building sustainable relationships
- Facilitating training of key staff to enhance their skills and build confidence in business management
- Prioritisation of business projects that address the National Agenda
- Ensuring the diversification of University activities to create new revenue streams
- Producing regular reports detailing business performance and identified opportunities
- Maintenance of accounting records to inform strategy development and decision making
- Any other related duties as assigned by the Director.

Intellectual Property Manager

The Intellectual Property Manager is part of the Senior Management Team, responsible for the management of new research ideas and technologies with potential for licensing; and protection of the University's Intellectual Property.

Qualifications and Experience

- A relevant Master's Degree
- A Bachelor's degree in Law or equivalent
- Possession of a PhD degree and/or a Postgraduate qualification in Intellectual Property is an added advantage.
- At least five (5) years post-qualification experience, four (4) of which should be at managerial level
- Applicants should be mature and be able to work collaboratively, be attentive to detail, have critical thinking and analytical skills, have excellent written and oral communication skills and good organizational skills.

Reporting to the Director, Research, Innovation and Industrialisation, the Intellectual Property Manager shall be responsible for:

Duties and Responsibilities

- Developing and implementing Intellectual Property plans and strategies
- Identification and evaluation of research, innovation and industrialisation ideas
- Developing in-depth knowledge in research projects by educating and training of internal stakeholders to enhance research and intellectual property translation skills
- Assisting with the preparation of proposals, reports and briefing papers
- Reporting on impact of research outputs and specific outputs
- Developing a database and system for intellectual property management and disclosures
- Ensuring intellectual property protection, examining existing patents, investigating infringements and protecting the University's intellectual property
- Providing an interface with Academic and Business Development staff
- Monitoring cyber and information technology security for the protection of intellectual property
- Building and maintaining strong networks with relevant stakeholders
- Any other related duties as assigned by the Director.

Marketing Manager

The Marketing Manager is part of the Senior Management Team, responsible for the development of strategic partnerships and business relationships as well as marketing University products and services.

Qualifications and Experience

- A Master's Degree in Marketing, Management, Administration or equivalent
- A Bachelor's degree in Marketing, Communication Studies or equivalent
- At least five (5) years post-qualification experience, four (4) of which should be at managerial level, preferably in a University setting
- Applicants should be mature and be able to work collaboratively, be attentive to detail, have excellent written and oral communication skills and good organizational skills.

Reporting to the Director, Research, Innovation and Industrialisation, the Marketing Manager shall be responsible for:

Duties and Responsibilities

- Formulating and implementing marketing strategies to ensure return on investment
- Developing and implementing marketing and business plans in liaison with the Business Development Manager
- Undertaking market research, analysis and client profiling
- Identifying market opportunities and monitoring market trends
- Conducting feasibility and viability of business opportunities
- Identifying new leads and potential markets for University products
- Managing the promotion and positioning of the University brand
- Developing unique selling propositions and promoting brand visibility
- Building and maintaining strong relationships with existing and potential business partners
- Representing the University at key events and providing feedback
- Any other related duties as assigned by the Director.

REGISTRY DEPARTMENT

Deputy Registrar, Human Resources and Administration

The Deputy Registrar, Human Resources and Administration is part of the Senior Management Team, responsible for the management of the University's human capital and administration.

Qualifications and Experience

- A Master's Degree in Strategic Management, Administration or equivalent
- A Bachelor's degree in Social Sciences, Human Resources Management or equivalent
- An Institute of People Management of Zimbabwe (IPMZ) professional qualification
- Membership of a Professional Board
- At least five (5) years post-qualification experience, four (4) of which should be at managerial level in a University setting
- Knowledge of Belina Payroll and HR System is a requirement
- Applicants should be mature, be of high integrity, have excellent written and oral communication skills, have good interpersonal and organizational skills and have the ability to multitask.

Reporting to the Registrar, the Deputy Registrar, Human Resources and Administration shall be responsible for:

Duties and Responsibilities

- Management and coordination of staff recruitment and selection processes
- Development, monitoring, evaluation and reviewing of Human Resources and Administrative policies and Standard Operating Procedures in liaison with the Registrar
- Oversee the development of job descriptions and review process
- Ensuring compliance with Labour Laws, related legislation and University policies
- Monitoring payroll administration and conducting regular payroll checks
- Managing the administration of staff promotions and advancements
- Developing staff development programmes and human capacity building
- Managing the performance management system and coordinating staff performance appraisals
- Managing staff welfare, health and wellness and coordinating implementation of related programmes
- Analysis of human resources data and responding to specific requests from stakeholders
- Production of periodic and annual Human Resources and Administration reports
- Providing guidance to Management on staff grievances and disciplinary matters
- Preparation of annual budget bid and control of expenditure
- Provision of secretariat services to Senior Management Selection Boards and University Committees
- Any other related duties as assigned by the Registrar.

BURSARY DEPARTMENT

Deputy Bursar, Planning and Projects

The Deputy Bursar is part of the Senior Management Team responsible for the management of the University's financial resources.

Qualifications and Experience

- A Master's Degree in Strategic Management, Administration or equivalent
- A Bachelor's degree in Accounting or Full Professional Qualification such as CIS/ACCA/CIMA
- Membership of a Professional Board and Registration as a Public Accountant
- At least five (5) years post-qualification experience, four (4) of which should be at managerial level in a University setting
- Knowledge of Pastel System is a requirement
- Applicants should be mature, be of high integrity, have excellent written and oral communication skills, have good interpersonal skills and organizational skills and have the ability to multitask.

Reporting to the Bursar, the Deputy Bursar, Planning and Projects shall be responsible for:

Duties and Responsibilities

- Development, monitoring, evaluation and reviewing of financial regulations, policies and Standard Operating Procedures in liaison with the Bursar
- Coordinating budgetary planning and control of approved budgets
- Appraisal of Faculties/Units/Departments' project proposals and providing financial guidance
- Liaising with Faculties/Units/Departments on planning, financial forecasts and implementation of projects
- Authorisation of expenditure and approval of payments for all Projects' Accounts including the Research Board Project Account
- Analysis of accounts and operations to establish project performance and monitor compliance with accounting procedures, applicable laws and regulations
- Preparation of periodic and annual Project Financial Reports
- Monitoring and recommending review of University operations, processes and systems
- Ensuring compliance with the Procurement Regulatory Authority of Zimbabwe procedures and University financial regulations
- Ensuring business continuity by maintaining optimal stock levels
- Oversee the maintenance of the inventory for all goods received and issued
- Supervision of staff in the Planning and Projects Section
- Provision of secretariat services to University Committees
- Any other related duties as assigned by the Bursar.

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 Registrar
Marondera University of Agricultural Sciences and Technology
P.O. Box 35
MARONDERA

hand deliver or send by courier to:

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

The closing date for receipt of applications is Monday, 6 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.