



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCIES

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

VICE CHANCELLOR'S OFFICE (1 Post)

Driver (1 Post)

Qualifications and Experience

Applicants must have at least five (5) Ordinary Level passes including English Language; a valid Class Four Driver's Licence and a valid Defensive Driving Certificate. Applicants should have at least five (5) years' experience and be mature, of high integrity and have good interpersonal skills.

Duties and Responsibilities

- Conducting daily pre and after trip checks on the Vice Chancellor's vehicle to ensure road worthiness
- Driving the Vice Chancellor and authorised passengers to various destinations and ensuring their safety and security
- Maintenance of a clean vehicle and ensuring its safety and security
- Monitoring all vehicle systems and equipment and ensuring safe and correct operation
- Ensuring timely servicing of the Vice Chancellor's vehicle
- Delivery of special, urgent packages or correspondence
- Processing of tollgate and parking fees and acquittal of funds
- Any other related duties as assigned by the Vice Chancellor.

BURSARY DEPARTMENT (4 Posts)

Assistant Bursar/Senior Assistant Bursar (1 Post)

Qualifications and Experience

Applicants must have a first degree in Accounting or full CIS/ACCA/CIMA or its equivalent. A relevant Master's degree and registration as a Public Accountant is an added advantage. Applicants should have at least three (3) years post-qualification experience. Knowledge of Pastel Accounting Package is a requirement. Applicants should be mature, have the ability to work under pressure, be of high integrity and have excellent written and oral communication skills.

Duties and Responsibilities

- Preparation and analysis of financial data and consolidation of annual budget bids
- Maintenance of financial records such as budget estimates, expenditure and obligations
- Monitoring expenditure and ensuring it is within approved budgets
- Preparation of monthly reconciliations for Departments/Units
- Preparation of monthly financial statements and assisting in the preparation of annual financial statements
- Analysing accounts and operations to ensure compliance with proper accounting procedures, applicable laws and regulations
- Conducting market research, investment analysis and recommending investment
- Assessing business units' financial performance and producing monthly reports
- Maintenance of asset registers and inventory management
- Liaising with banks and other Financial Institutions on financial transactions, related queries and regulatory information
- Assisting Departments and individuals in interpreting reports, accounting procedures and controls
- Provision of secretariat services to various Committees
- Any other related duties as assigned by the Bursar.

Administrative Assistant (1 Post)

Qualifications and Experience

Applicants must have a first degree in Accounting or full CIS/ACCA/CIMA or its equivalent. Applicants should have at least one (1) year post-qualification experience. Knowledge of Pastel Accounting Package is a requirement. Applicants should be of high integrity and have excellent written and oral communication skills.

Duties and Responsibilities

- Processing payments, checking and updating payables and payment batches
- Preparation of debtors and statutory accounts
- Preparation of vouchers, journal entries and fund transfers for approval, review and provide information to substantiate individual transactions
- Reconciliation of receipts, expenditure and bank statements
- Maintenance of commitment registers for all budget allocations
- Assisting in the preparation of financial reports
- Tracking and correcting accounts and ledger discrepancies
- Maintenance of student accounts and updating student records
- Any other related duties as assigned by the Deputy Bursar.

Personal Assistant to the Bursar (1 Post)

Qualifications and Experience

Applicants must have at least a National Diploma in Secretarial Studies/Office Management or equivalent; typing 50wpm and 80 wpm shorthand; and at least 5 Ordinary Level passes including English Language. Possession of a relevant first degree is an added advantage. Applicants should have at least five (5) years post-qualification experience, preferably in a University setting. Proficiency in IT applications such as Word, Excel, Publisher and PowerPoint is a requirement. Applicants should be of high integrity and have excellent written and oral communication skills.

Duties and Responsibilities

- Management of the Bursar's diary, scheduling appointments and meetings
- Collating relevant papers and documents in preparation for scheduled briefings and meetings
- Liaising with Heads of Departments/Sections including high-level external stakeholders and professionals
- Maintenance of office systems including information management
- Producing quality reports, presentations, letters and memoranda
- Management of a systematic manual and electronic filing system
- Acting as first point of contact in the Bursar's Office and managing communication including highly confidential material
- Management of mail, ensuring that all official correspondence is screened and directed to relevant Offices for actioning
- Handling telephone calls, attending to enquiries and queries and receiving visitors
- Assisting in the organisation of major University events and
- Any other related duties as assigned by the Bursar.

Accounting Assistant (2 Posts)

Qualifications and Experience

Applicants must have a National Diploma in Accounting or equivalent; and at least 5 Ordinary Level passes including English Language and Mathematics. Possession of a first degree in Accounting or full CIS/ACCA/CIMA or its equivalent is an added advantage. Applicants should have at least three years' post qualification experience. Knowledge of Pastel Accounting Package is a requirement. Applicants should be of high integrity and have excellent written and oral communication skills.

Duties and Responsibilities

- Processing invoices and receipting of payments
- Banking and preparation of schedules of cash banked
- Reconciliation of creditors' statements and attending to creditors' payment queries
- Preparation of daily transactions schedules, weekly income and expenditure reports
- Processing petty cash payments and reconciliation of the Petty Cash book
- Debtors' reconciliation and following up on debtors
- Data capturing and preparation of journals

- Maintenance of student fees payment records and attending to related queries
- Filing of all financial and administrative records
- Any other related duties as assigned by the Deputy Bursar.

PROCUREMENT MANAGEMENT UNIT (1 Post)

Procurement Officer (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's Degree in Purchasing and Supply or Supply Chain Management or equivalent. Possession of a Master's degree or a professional qualification such as CIPS/CILT is an added advantage. Applicants should have at least four years' post qualification experience, one (1) of which should be in public procurement; public procurement law and compliance; construction projects management; and transport and logistics at managerial level. Knowledge of Pastel is a requirement.

Duties and Responsibilities

- Preparation of procurement budgets and procurement plans
- Tender administration
- Contract management
- Liaising with the Procurement Regulatory Authority of Zimbabwe
- Procurement of goods and services for the University and negotiating with suppliers
- Raising purchase orders for purchases including capital expenditure
- Conducting market surveys and identification of alternative sources
- Processing Duty Free Certificates through the parent Ministry
- Liaising with forwarding and shipping agents
- Preparation of procurement reports in compliance with the Public Procurement and Disposal of Public Assets Act [Chapter 22:23]
- Compilation of disposal reports
- Liaising with the Bursary Department on the processing of payments to suppliers
- Coordinating transport logistics for all Departments
- Supervision of Procurement Clerks
- Any other related duties as assigned by the Director.

REGISTRY DEPARTMENT (4 Posts)

Examinations Officer (1 Post)

Qualifications and Experience

Applicants must have a Master's degree in Administration; Management or related field; and a relevant Bachelor's degree. Applicants should have at least 5 years' post qualification experience, four (4) of which should be in an administrative role in a University setting. Applicants should have advanced knowledge of databases.

Duties and Responsibilities

- Developing and reviewing examinations rules and regulations, policies and standard operating procedures
- Liaising with Chairpersons of Departments on examinations policy and procedures
- Coordinating the compilation of sessional examinations timetable
- Managing preparations for examinations including acquisition of examination stationery
- Coordinating the printing of examination papers, receiving and ensuring secure storage of question papers
- Coordinating the appointment of External Examiners, overseeing their travel arrangements and processing of honorarium claims
- Facilitating training of Invigilators and supervising examinations
- Distribution of examination papers to examination venues and dispatching scripts for marking
- Organising appropriate provisions for students with special needs
- Monitoring the processing of examination results
- Supervising the processing of degree certificates and checking all certificates for correctness
- Monitoring and reviewing the examinations system for continuous improvement in line with international best practice
- Servicing the Termination of Studies (Appeals Committee) and other University Committees as assigned
- Supervision of Examinations Office staff
- Any other related duties as assigned by the Deputy Registrar, Academic.

Assistant Registrar/Senior Assistant Registrar - Admissions (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's degree in Management; Administration or equivalent. Possession of a relevant Master's degree is an added advantage. Applicants should have at least 4 years' post qualification experience, three (3) of which should be in an administrative role in a University setting. Applicants should have advanced knowledge of databases.

Duties and Responsibilities

- Drafting and ensuring publication of student admission advertisements
- Assisting in the marketing of programmes on offer at exhibition shows and on Open Day
- Processing of Undergraduate and Postgraduate admission applications
- Liaising with Faculty Administrators and Academic Departments on student admissions
- Managing the student selection process and generating of offer letters
- Handling and responding to admissions enquiries and queries
- Verification of local and foreign qualifications with awarding Institutions and/or ZIMCHE
- Managing the student database and compilation of student admission and registration statistics
- Servicing Committees of Senate and other University Committees as assigned
- Supervision of Admissions Office staff
- Any other related duties as assigned Deputy Registrar, Academic.

Assistant Registrar/Senior Assistant Registrar – Human Resources (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's degree in Social Sciences, Human Resources Management or equivalent; and an Institute of People Management of Zimbabwe (IPMZ) Diploma. Possession of a relevant Master's degree is an added advantage. Applicants should have at least 4 years' post qualification experience, three (3) of which should be in an administrative role in a University setting. Knowledge of Belina Payroll System is a requirement.

Duties and Responsibilities

- Coordinating the recruitment and selection process, and conducting staff induction
- Administering contracts of employment in line with Labour laws
- Developing and reviewing job descriptions
- Preparation of wage bill and payroll input and checking the payroll
- Recommending and implementing human resources policies and procedures
- Maintaining the staff database and updating staff records
- Preparation of periodic staffing reports and compilation of staff statistics
- Administering performance management in liaison with Department/Section Heads
- Identifying training and development needs, recommending and coordinating staff training
- Managing staff welfare, safety, health, and wellness
- Advising on industrial relations and staff disciplinary matters and coordinating staff disciplinary proceedings
- Servicing Selection Boards and other University Committees
- Any other related duties as assigned by the Deputy Registrar, Human Resources and Administration.

Personal Assistant to the Registrar (1 Post)

Qualifications and Experience

Applicants must have at least a National Diploma in Secretarial Studies/Office Management or equivalent; typing 50wpm and 80 wpm shorthand; and at least 5 Ordinary Level passes including English Language. Possession of a relevant first degree is an added advantage. Applicants should have at least five (5) years post-qualification experience, preferably in a University setting. Proficiency in IT applications such as Word, Excel, Publisher and PowerPoint is a requirement. Applicants should be of high integrity and have excellent written and oral communication skills.

Duties and Responsibilities

- Management of the Registrar's diary, scheduling appointments and meetings
- Collating relevant papers and documents in preparation for scheduled briefings and meetings
- Liaising with Heads of Departments/Sections including high-level external stakeholders and professionals

- Maintenance of office systems including information management
- Producing quality reports, presentations, letters and memoranda
- Management of a systematic manual and electronic filing system
- Acting as first point of contact in the Registrar's Office and managing communication including highly confidential material
- Management of mail, ensuring that all official correspondence is screened and directed to relevant Offices for actioning
- Handling telephone calls, attending to enquiries and queries and receiving visitors
- Assisting in the organisation of major University events and
- Any other related duties as assigned by the Registrar.

Secretary - Admissions (1 Post)

Qualifications and Experience

Applicants must have at least a National Diploma in Secretarial Studies or equivalent, typing 45 wpm and shorthand 80 wpm; and at least 5 Ordinary level passes including English Language. Proficiency in a wide range of IT applications such as Word, Excel, Publisher and PowerPoint is a must. Applicants should have a minimum of one (1) year post qualification experience, preferably in a University setting.

Duties and Responsibilities

- Diary management, scheduling appointments and meetings
- Collating relevant papers and documents in preparation for scheduled meetings
- Taking minutes in meetings
- Typing correspondence and reports and photocopying
- Assisting with student admissions and processing of examination results
- Mail management, receiving visitors, handling telephone calls and enquiries
- Maintenance of a systematic manual and electronic filing system
- Ordering office consumables and
- Any other duties as assigned by the Assistant Registrar.

STUDENT AFFAIRS DEPARTMENT (1 Post)

Nurse (1 Post)

Qualifications and Experience

Applicants must have a Diploma in General Nursing and should be registered with the Nursing Council of Zimbabwe. Possession of a relevant post basic qualification or a Bachelor's degree in Nursing is an added advantage. Applicants should have at least 3 years' post qualification experience, preferably in an Institution of Higher Learning.

Duties and Responsibilities

- Providing patient care and treatment to students and the University community
- Administering medication and vaccinations
- Ensuring infection prevention and control by complying with best clinical practices
- Providing continuous support to regular patients and follow up on off-campus referrals
- Providing counselling to students and the University community
- Participating in health awareness programmes and campaigns
- Recommending and implementing health policies and nursing care programmes
- Preparation of reports and compilation of statistics
- Providing health education to students and the University community
- Sourcing for health and wellness educational materials
- Any other related duties as assigned by the Dean of Students.

WORKS AND ESTATES DEPARTMENT (1 Post)

Safety, Health and Environmental Officer (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's degree in Safety, Health and Environmental Management or equivalent. Possession of a relevant Master's degree or an Occupational Health and Safety professional qualification is an added advantage. Applicants should have at least 3 years' post qualification experience.

Duties and Responsibilities

- Identifying safety, health and environmental hazards and conducting risk assessments in liaison with Departments
- Conducting environmental and safety audits and enforcing compliance with safety regulations and policy requirements
- Verification of the quality and safety of work tools, equipment and materials at construction sites, safety of production processes and recommendation of corrective action
- Conducting planned inspections and random safety and health inspections
- Conducting incident and accident investigations and examining health and safety complaints
- Developing and implementing health and safety programmes
- Training of employees and the University community on workplace safety, health and environmental issues and management of emergency situations
- Producing safety and health reports and compilation of incidences or accidents statistics
- Reviewing subcontractors' safety plans and recommending approval
- Liaising with regulatory bodies on safety, health and environmental matters
- Any other related duties as assigned by the Director.

INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT (1 Post)

ICT Hardware Manager (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's degree in Computer Science, Engineering, Information Technology or a related discipline. Possession of a relevant Master's degree is an added advantage. Applicants should have at least 3 years' post qualification experience, and sound experience in computer hardware and network systems.

Duties and Responsibilities

- Designing, installation and maintenance of the University's network infrastructure
- Configuring the University's LAN, WAN, WLAN and VPN and all network related devices
- Managing the installation, maintenance and repair of all computer hardware
- Configuration of server hardware and ensuring a secure and efficient physical and virtual network
- Making recommendations for improvements and growth of IT systems and infrastructure
- Back up of data to ensure data recovery in the event of a disaster
- Scheduling regular preventative maintenance to safeguard ICT equipment (personal computers, servers, printers and other related equipment)
- Recommending operating software in line with user requirements
- Training of staff and students on the use of new equipment and software; and provision of effective support
- Implementing network controls and monitoring performance
- Assisting the ICT Director in budgetary planning and implementation of short and long-term projects
- Supervising the Network Administrator, Technicians and junior staff
- Any other related duties as assigned by the Director.

Security Department (4 Posts)

Security Officer (2 Posts)

Qualifications and Experience

Applicants must have a five (5) Ordinary Level passes including English Language and a Diploma in Security and Risk Management or equivalent. Possession of a degree in Security and Risk Management is an added advantage. Applicants should have at least five (5) years' supervisory experience.

Duties and Responsibilities

- Directing and supervising operations of Security Guards through Sergeants
- Promoting lawful behaviour of students and staff on campus
- Enforcing security regulations and investigating disturbances
- Handling special requests for Security Guard deployment
- Ensuring the maintenance of radio communication, alarm and surveillance systems
- Assisting in the development of training plans/programmes and conducting security staff training
- Investigating criminal cases and other security breaches and producing reports
- Attending disciplinary hearings and court sessions
- Educating students and the University community and raising awareness on security matters
- Participating in budgetary planning and monitoring Departmental expenditure
- Any other related duties as assigned by the Chief Security Officer.

Sergeant (2 Posts)

Qualifications and Experience

Applicants must have at least five (5) Ordinary Level passes including English Language and at least a Certificate in Security and Risk Management or equivalent. Possession of a Diploma in Security and Risk Management is an added advantage. Applicants should have at least three (3) years' supervisory experience.

Duties and Responsibilities

- Supervision of Security Guards
- Scheduling Security Guards' shifts and maintenance of shift attendance records
- Securing University premises, conducting searches and patrols
- Conducting preliminary investigations to criminal cases and other security breaches
- Attending disciplinary hearings and court sessions and testifying in court
- Educating the University community on security matters and conducting awareness campaigns
- Conducting security drills and parading
- Any other related duties as assigned by the Security Officer.

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

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.