



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VICE CHANCELLOR'S OFFICE

Internal Audit Unit

Chief Internal Auditor (1 Post)

The Chief Internal Auditor is part of the Senior Management Team, responsible for the management, coordination and planning of Audit work which includes audits, financial management reviews and investigations.

Qualifications and Experience

Applicants must have at least a Master's Degree in Accounting or Business Administration; and a Bachelor's Degree in Accounting, Finance or Auditing from a recognised Institution; and at least 5 years' post qualification experience. Professional membership to the Institute of Internal Auditors, Association of Certified Chartered Accountants (ACCA) or Chartered Institute of Management Accountants is an added advantage. Experience in a University environment is an added advantage.

Duties and Responsibilities

- Management of Internal Audit operations
- Development, implementation and evaluation of policies and procedures to guide the Internal Audit function
- Planning of audit assignments and coordinating Internal and External Audit activities
- Evaluating the effectiveness of the University's internal controls
- Ensuring compliance to internal control policies and regulations
- Assessing the cost-effectiveness of all University operations
- Preparation of audit reports and analysis of audit results
- Carrying out checks on the management of University assets
- Communicating audit findings and recommendations to Management and Auditees
- Coordinating and reporting on University Risk Management and Fiduciary Control activities
- Providing periodic reports to the Audit Committee and servicing of Committee meetings
- Evaluating risk levels in all Units of the Institution and recommending mitigatory measures to identified risks
- Ensuring all audit activities are in line with best practice.

Procurement Management Unit

Procurement Clerk (1 Post)

Qualifications and Experience

Applicants must have a Diploma in Purchasing and Supply or Supply Chain Management or equivalent. Possession of a Bachelor's Degree in Purchasing and Supply or Supply Chain Management or equivalent is an added advantage. Applicants should have at least one (1) year post qualification experience and be computer literate. Knowledge of computer packages such as Pastel, SAGE Evolution or SAP is an added advantage.

Duties and Responsibilities

- Sourcing of quotations from suppliers on the approved suppliers' list
- Preparation of comparative schedules and raising purchase orders
- Sending purchase orders to suppliers and following up on purchases
- Payments scheduling
- Facilitation of receipt and verification of goods
- Maintenance of procurement records
- Any other duties as may be assigned by the Procurement Officer.

STUDENT AFFAIRS DEPARTMENT

Junior Cook (1 Post)

Qualifications and Experience

Applicants must have at least 5 Ordinary Level passes including English Language at Grade C or better and at least a Certificate in Professional Cookery or equivalent. Applicants should have at least 3 years' relevant work experience, be well-groomed and hygiene conscious. Possession of a Diploma in Catering or equivalent is an added advantage.

Duties and Responsibilities

- Preparation of breakfast, lunch and dinner for students, staff and guests including special diet meals
- Assist with cleaning of kitchen, equipment and food service areas
- Undertake period stock take
- Ensure adherence to food hygiene, health and safety guidelines
- Any other related duties as may be assigned.

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 Tuesday, 25 January 2022. 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.