



VACANCIES

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

1. DEPARTMENT OF STUDENTS AFFAIRS (3 POSTS)

CATERING AND ACCOMMODATION MANAGER (1 POST)

Qualifications and Experience

Applicants must at least have an earned a first degree qualification in Hospitality Management/Food Science. A Masters' degree in a relevant discipline, Diploma in Hospitality and hands on experience would be added advantages. Applicants should have at least 5 years' experience.

Duties and Responsibilities

- Planning, administering and supervising the University's catering operations and services.
- Manage a team of catering staff for successful and quality execution of catering events.
- Respond to customer inquiries and service in accurate and timely manner.
- Gather customer requirements (like number of guests and event dates).
- Plan food and beverage menus considering clients' preferences and special requests (for example healthy meals for students).
- Perform daily inspections of guest rooms and common areas to ensure the best possible service
- Train new housekeeping associates
- Determine requirements in ingredients and set portions.
- Perform staff management, expense control, menu selection, food preparation and equipment rental to ensure profitable event.
- Manage stock and place orders, as needed.
- Ensuring that rooms are cleaned.
- Conducting team meetings and allocating rooms
- Ordering service stock and linen.
- Ensuring all rooms are cared for and inspected according to standards
- Making recommendations to improve service and ensure efficient operations
- Ensure compliance with health and safety regulations and standards.
- Explore business opportunities to obtain new orders.
- Perform staff reviews and encourage teamwork among staff
- Resolve customer problems and complaints

SPORTS DIRECTOR (1 POST)

Qualifications and Experience

Applicants must at least have an earned a first degree in Sport or equivalent. A Master's degree and a High school and/or college officiating certifications will be added advantages. Applicants must have at least five years' experience of managing and administering sports at tertiary institutions. Applicants should be proficient in Microsoft Office.

Duties and Responsibilities

- Schedule, coordinate and facilitate meetings of the University Sports and Recreation Advisory Board.
- Draw and ensure implementation of the section calendar.
- Source sponsorship in cash or kind from the various stakeholders who do business with the institution.
- Lead and accompany various teams on trips and excursions and attend Student Activities Committee meetings.
- Promote the University's sporting and recreational vision, mission and objectives and ensure that these draw from as well as feed into the National Sports Academy's vision, mission and objectives.
- Develop, promote and administer all aspects of an inclusive recreational sports program including leagues, tournaments and special events.
- Develop and promote diverse fitness and wellness offerings.
- Develop and bolster new e-sports initiative as a recreational athletics program.
- Develop and manage the university sports academy by ensuring a wide range of organized activities on offer.
- Work closely with each university's athletics and student activities departments to define needs, build connections and negotiate space for the program.
- Negotiate external facilities as needed.
- Hire, train, mentor and oversee supervisors, officials, scorekeepers and other student workers for all intramural and special events.
- Develop and implement assessment and evaluation mechanisms, providing data and reports to key MUAAT committees including the Dean of Student and SRC.
- Evaluate, develop and ensure compliance with best practices in program and risk management.
- Manage the Sport and Recreation budget.
- Identify collaborative program opportunities across campuses and reserve shared space for programs.
- Collaborate with other departments, particularly in efforts to, advance fitness and wellness.
- Develop collaboration and strategic partnerships with sports organizations (Sports and Recreation Commission, Zimbabwe Olympic Committee and National Sports Association foundations, corporate world and government agencies).
- Perform any other duties as assigned by the Dean of Students.

CHAPLAIN (1 POST)

Qualifications and Experience

A minimum of a Bachelor's degree in Theology and must be an Ordained Minister Professional training in Counselling and possession of a Master's degree are added advantages.

Duties and Responsibilities

- Direct the general administration and daily operations of Campus Ministries.
- Prepare the Campus's Ministries operational proposed budget and makes recommendations for capital equipment.
- Serve as a liaison for spiritual life and faith development activities with the administration, faculty, parents, enrolment services, guests, alumni, and other constituents.
- Facilitate the development of an attractive Campus Ministries Department facility that fosters optimum student engagement with the Chaplains and with various programs and ministries.
- Direct the provision of pastoral care, counsel, support and mentoring to assist University students in their daily life and relationships, faith struggles, as well as in times of personal crisis. Provides pastoral care and support services for faculty and staff as requested.
- Develop processes that intentionally seek to build positive relationships with university students, faculty and staff and that include plans for Chaplains to maintain a high level of student contact and visibility.

2. DEPARTMENT OF MARKETING, PUBLIC AND INTERNATIONAL RELATIONS (1 POST)

PUBLIC AND INTERNATIONAL RELATIONS OFFICER (1 POST)

Qualifications and Experience

Applicants must at least have an earned a first degree in either English and Communication, Media and Society Studies, Public Relations, International Relations or Marketing. A masters in Strategic Communication, Media, Public relations or related degree will be an added advantage. At least 3 years working experience in a similar or related position.

Duties & Responsibilities

- Corporate Communication.
- Handling all public and international relations activities and publicity campaigns.
- Promoting the good will and positive image of the University.
- Initiating and organising promotional events such as press conferences, open day exhibitions, shows, tours and visits.
- Developing and implementing media relations strategy.
- Designing, writing and producing presentations, press releases, articles, leaflets, in-house journals, reports, publicity brochures and speeches.
- Draft, copy edit and proof read University publications e.g Annual reports, newsletters, press/news release articles and advertisements.
- Arranging consultative meetings and community engagement programmes.
- Preparation of monthly and annual reports for the Director of Marketing and PR.
- Managing and updating the University's website, Facebook and all social media platforms.
- Coordinating stakeholder activities such as Golf Tournaments, Alumni activities and related events.
- Service University committees.
- Public and stakeholder relations.
- Actively participate in activities that market the University locally and abroad.
- Carry out any other duties assigned by the Director, Marketing, Public and International Relations.

3. WORKS AND ESTATES DEPARTMENT

STORES CLERK (1 POST)

Qualifications and Experience

Applicants must at least have a National Diploma in Purchasing and Supply Management or in Accounting. A Higher National Diploma, SIPS or degree in the relevant fields is an added advantage. At least 3 years' work experience in a similar environment.

Duties and Responsibilities

- Maintaining and updating supplier information such as, delivery times, product ranges, etc.
- Performing stock checks and preparing inventory reports as and when required.
- Ensuring that materials received are matched with the actual invoices from the supplier.
- Receiving stock from vendors via procurement section; inspecting supplies and accepting or rejecting same depending on quality and specification requirements.
- Receiving and filing requisitions for materials, equipment and service requirements.
- Maintaining an appropriate amount of inventory and keeping the inventory stored in the proper order and location.
- Review and update stock re-order levels.
- Providing effective technical support in the storage and timely distribution of stocks in order to ensure availability and safe custody of stocks to meet operational and maintenance requirements.
- Maintaining a data base of all stocks, files and reports of any shortages, losses, obsolete items and expired stocks for the attention of superiors.
- Maintaining an appropriate amount of inventory and keeping the inventory stored in the proper order and location;
- Picking up materials and transporting to storage or platforms for delivery;
- Implement ISO 15189 quality management system requirements for attainment of accreditation.
- Receiving and filing requisitions for materials, equipment and services.
- Picking up and delivering materials.
- Processing of payment, goods received and petty cash vouchers.
- Preparing creditors reconciliations as and when required.
- Maintaining and updating records.
- Report discrepancies between physical counts and system records.
- Safeguard the warehouse.

PROJECTS OFFICER (1 Post)

Qualifications and Experience

Applicants must have a Bachelor's Degree in Civil/Structural Engineering with at least two years' experience or a National Civil Engineering Diploma with at list four years' experience, Possession of a Certificate in Project Management is an added advantage, must be Computer literacy and conversant in design software such as CAD. Membership of the Engineering Council of Zimbabwe or Institute of Engineers is added advantage.

Duties and Responsibilities

- Compilation of project proposals and development of project budgets
- Preparation of designs and drawings for infrastructure projects
- Preparation of project implementation plans and other key documents
- Interfacing with contractors to keep track of deliverables
- Producing progress reports and monitoring and evaluation of projects
- Development of a maintenance plan for University infrastructure
- Supervision of construction work done by the University construction brigade
- Supervision of repairs and maintenance works
- Participating in the selection of Consultants and Contractors for new projects
- Any other duties as may be assigned by the Director of Works and Estates.

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.

BUILDER – (2 POSTS)

Qualifications and Experience

Applicants must have at least 5 Ordinary Level passes including English Language and Mathematics at Grade C or better and a Journeyman Class One (1) Certificate in Brick and Block Laying and/or a Diploma in Brick and Block Laying. Applicants should have at least five years' experience in the area of building.

Duties and Responsibilities

- Construction work: brick and block laying, plastering and tiling
- Building renovations
- Maintenance of buildings
- Any related duties as may be assigned.

QUANTITY SURVEYOR

Qualifications and Experience

Applicants must have a Bachelor's Degree in Surveying/ Civil/ Construction/ Structural Engineering with at least two years' experience or a National Surveying /Construction Civil Engineering Diploma with at least three years' experience. Possession of a Certificate in Project Management is an added advantage, Computer literacy, conversant in design software such as CAD. Membership of the Engineering Council of Zimbabwe or Institute of Engineers is added advantage.

Duties and Responsibilities

- Conducting feasibility studies to estimate materials, time and labour costs.
- Preparing, negotiating and analysing costs for tenders and contracts.
- Coordination of work effort.
- Advising on a range of legal and contractual issues.
- Valuing completed work and arranging for payment.
- Coordinate tasks according to priorities and plans.
- Produce schedules and monitor attendance of crew.
- Allocate general and daily responsibilities.
- Ensure manpower and resources are adequate.
- Guarantee all safety precautions and quality standards.
- Supervise the use of machinery and equipment.
- Monitor expenditure and ensure it remains within budget.
- Resolve problems when they arise.
- Report on progress to managers, engineers etc.
- Coordinate administrative and procurement duties as and when required.

4. DEPARTMENT OF TRANSPORT AND PROCUREMENT

TRANSPORT MANAGER

Applicants must have a Higher National Diploma or Bachelor's degree in Business Administration/Management/Transport/Logistics or Supply Chain Management, or equivalent. At least five (5) years post-qualification relevant experience at Senior Management level. A relevant Masters' degree in the area would be an added advantage.

Duties and Responsibilities

- Day to day management of the transport section.
- Ensure that all vehicles meet legal and regulatory requirements.
- Ensure that drivers hold the appropriate entitlement for the vehicle they are driving.
- Ensure drivers comply with the drivers' hours and working time rules.
- Ensure that drivers are properly trained and competent to operate all relevant vehicles and equipment.

- Ensure that a proper system of vehicle maintenance is in place and carried out and that all vehicles are kept in a roadworthy condition.
- Liaise with third parties to co-ordinate and book transport for University activities, including trips, visits and sporting events.
- Develop and keep current the Transport Department Incident Management Report, Policies and Procedures, and ensure compliance by all drivers.
- Manage incidents requiring employee discipline
- Order and manage diesel/petrol coupons.
- Working with vendors and suppliers, authorize and manage vehicle repairs, fleet cards and maintenance.
- Keep current with and maintain an awareness of the Transport industry.
- Maintain safety standards to ensure compliance with insurance regulations, and develop a program of preventative safety
- Complete insurance reports.
- Monitor and maintain a vibrant vehicle tracking system.
- Develop and monitor the Transport section operations and capital expense budgets.
- Identify training needs and continued driver development, such as advanced driver training and safety.
- Maintain accurate current year and historical transport department files
- Other duties as may be assigned by the Line Director/ Supervisor.

MECHANIC (2 posts)

Qualifications and Experience

Applicants must have at least acquired a qualification in Diesel Plant Fitting, extensive knowledge of modern vehicular electrical systems. Experience in operating all types of vehicles and transportation equipment. High mechanical aptitude, manual dexterity and attention to detail. Must be in possession of a clean class 4 driver's license.

Duties and Responsibilities:

- Carrying out repairs and replacing damaged parts of all University Vehicles and Equipment.
- Testing motor vehicles and equipment.
- Diagnosing the causes of any malfunctions.
- Carrying out inspections of completed repairs to ensure that the vehicle is safe to be driven.
- Pulling parts off vehicles and tagging them for inventory.
- Road testing vehicles, inspecting and testing mechanical units.
- Following a checklist to ensure that all key work has been done.
- Ensuring observation of safety policies and procedures.
- Assisting in assembling cars and trucks.
- Completing administrative reports on any work performed.
- Performing routine oil changes.
- Maintaining an organized neat and safe workshop and or garage.

5. INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT

SYSTEMS DEVELOPER

Qualifications and Experience

Applicants should have at least a degree in Computer Science or equivalent. Applicants should demonstrate knowledge of the software development life cycle(s) (SLDCs) and be conversant with any two of the coding and scripting languages such as C#, Java, PHP. Practical knowledge of Structured Query Language (SQL) is a prerequisite. Knowledge of any one frameworks such as Code igniter, ANGULAR, or Springboot will be an added advantage. Possession of at least one-year post qualification experience in the ICT field would be an added advantage. The ideal candidate should be a good team player with good communication and problem solving skills.

Duties and Responsibilities

- Analyzing users' needs and then design, test, and develop software to meet those needs.
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- Recommending software upgrades for customers' existing programs and systems.
- Designing and developing each piece of an application or system and plan how the pieces will work together.
- Creating a variety of models and diagrams (such as flowcharts).
- Ensuring that a program continues to function normally through software maintenance and testing.
- Documenting every aspect of an application or system as a reference for future maintenance and upgrade.
- Collaborating with other computer specialists to create optimum software.
- Analysing information to recommend and plan the installation of new systems or modifications of an existing system.
- Preparing reports on programming project specifications, activities or status.
- Performing any other duties assigned by the Head of Section and or Department.

WEB MASTER

Qualifications and Experience

Applicants should have at least a degree in Computer Science or equivalent. Applicants should demonstrate knowledge of the software development life cycle(s) (SLDCs) and be conversant with any two of the coding and scripting languages such as PHP (laravel, Code igniter). Applicants should be able to use any recent version of Corel Draw e.g. Corel 2020. Applicants should have practical knowledge and skills of HTML, JQuery, Javascript and Ajax The ideal candidate should be a good team player with good communication skills and must have passion for Artwork design and visual appearances.

Duties and Responsibilities

- Analyzing users' needs and then design, test, and develop software to meet those needs.
- Recommending software upgrades in line with customer feedback (interests, likes and dislikes).
- Designing and developing each piece of an application or system and plan how the pieces will work together.

- Creating a variety of models and diagrams (such as flowcharts).
- Ensuring that a program continues to function normally through software maintenance and testing.
- Documenting every aspect of an application or system as a reference for future maintenance and upgrade.
- Collaborating with other computer specialists to create optimum software.
- Preparing reports on programming project specifications, activities or status.
- Performing any other duties assigned by the Head of Section and or Department.

6. BURSARY DEPARTMENT

ACCOUNTS CLERK (1 POST)

Qualifications and Experience

Applicants must have at least 5 Ordinary Level passes including English Language and Mathematics at Grade C or better and a National Diploma in Accounting or equivalent. Applicants should have at least three years relevant work experience and knowledge of an Accounting package such as Pastel.

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 Petty Cash book.
- Debtors' reconciliation and following up on debtors.
- Data capturing and preparation of journals.
- Maintenance of student fees payments records and attending to related queries.
- Filing of financial records.
- Any other related duties as may be assigned.

7. REGISTRY DEPARTMENT

LEGAL OFFICER (1 POST)

Qualifications and Experience

Applicants must have a Bachelor of Laws (LLB) degree. Master of Laws (LLM) in commercial law will be an added advantage. Experience in or understanding of the public sector and/or higher education environment with at least 5 years in a senior management position, be registered with the Law Society of Zimbabwe as a Legal Practitioner. Applicants must also have knowledge on the governance and administrative structures of State Universities.

Duties and responsibilities

- Provide sound, timely high level legal and policy advice to University management.
- Review and provide legal advice on MOUs, Contracts, and tender documents.
- Review ongoing cases and advice management accordingly.
- Liaise with relevant departments to ensure that where legal risks have been identified, appropriate courses of action have been taken.
- Provide legal protection and risk management advice to management especially on contract management.

- Provide and interpret legal information, conduct training and disseminate appropriate legal requirements to management and staff.
- Review and advise management on legal implications of internal policies and procedures.
- Review and draft contracts, agreements and internal policies and ensure that they are in compliance with all statutory or legal requirements.
- Review progress of outstanding litigation and liaise with and manage external lawyers.
- Identify University needs and develop efficient resource smart solutions including developing network of outside counsel and *pro-bono* relationships.
- Formulate legal compliance check-lists for all the countries to be used for the purpose of ensuring that all information required is provided accordingly.
- Continuously monitor compliance with statutory obligations and advise management accordingly.
- Prepare periodic legal reports for management.
- Review all contracts or any other documentation where the University has committed itself and assess legal implications that need to be brought to senior management's attention.
- Prepare, review and modify contractual instruments to assist and support various business activities.
- Provide guidance on contract matters to project managers or other operational staff.
- Develop and implement procedures for contract management and administration in compliance with legal requirements and University policy.
- Negotiate, review and draft documentation for business transactions and prepare and advise on the necessary checklist to be adopted to ensure information is submitted on time.
- Represent the University on Staff Disciplinary Committees and Student Disciplinary Committees.

ASSISTANT REGISTRAR, PAYROLL (1 POST)

Qualifications and Experience

Applicants must have a Bachelor's degree in Management, Human Resources, Accounting or related field, a qualification in Payroll Administration from a recognized Institution is a must, membership of a Professional Board is an added advantage, 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.
- Checks all payroll related payments to ensure zero financial leakages.
- Process 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.
- Maintain accurate and up to date salary administration records.
- Prepare periodic payroll reports.
- Liaises with auditors and manages payroll audits.
- Ensure compliance to labour and tax laws and internal policies
- Resolves payroll and pension related queries.
- Ensuring that the Payroll System is up to date.
- Administers 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.
- Reconcile all statutory levy returns.

RISK MANAGER

Qualifications and Experience

Applicants must have a Degree in Risk Management or equivalent, at least 5 years' experience in a similar or related environment and 2 years of which should be in a managerial position.

Duties and Responsibilities

- Contributing to the formulation of risk management strategies, policies and practices.
- Guiding integration of risk management with other University planning and management activities.
- Advising on the appropriate use of methodologies, tools and techniques within the context of the risk policy.
- Designing and implementing an overall risk management process for the University, which includes an analysis of the financial impact on the company when risks occur.
- Coordinating risk assessment programs to identify and assess current and emerging risks that could threaten the business model, strategy and sustainability.
- Evaluating proposed remedial action and make appropriate recommendations.
- Develop risk management system and train departmental risk champions on implementation.
- Performing a risk evaluation by assessing the University's previous handling of risks, and comparing potential risks with set criteria.
- Proactively identify emerging risks and report to relevant stakeholders.
- Conducting risk assurance and due diligence reviews for proposed business deals.
- Building risk awareness amongst staff by providing support and training within the University.
- Recommends and implements risk management solutions such as insurance, safety and security policies, business continuity plans, or recovery measures.

ASSISTANT REGISTRAR – ADMISSIONS AND RECORDS (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.

CONDITIONS OF SERVICE

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, birth certificate and 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, addresses and email addresses of three referees. Applications in envelopes clearly indicating post applied for should be addressed to:

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

Hand deliver to 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 Thursday, 29 September 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.