



VACANCY

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

BURSARY DEPARTMENT (1 Post)

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.

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

Duties and Responsibilities

- Developing, 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 Project 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.
- Overseeing the maintenance of inventory for all goods received and issued.
- Supervising staff in the Planning and Projects Section.
- Providing secretariat services to University Committees.
- Any other related duties as assigned by the Bursar.

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 as well as interpersonal and organizational skills and have the ability to multitask.

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 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 **Wednesday, 15 November 2023**. 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.