



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

Applications are invited from suitably qualified and experienced persons for the following post:

WORKS AND ESTATES DEPARTMENT

MOTOR MECHANIC (1 POST)

Desired Qualifications and Experience

Applicants must have at least 5 'O' levels, Clean Class 1 Journeyman Certificate in Motor Mechanics or equivalent, Clean Class 4 Driver's license and Defensive driving certificate is a must. At least 5 years hands on experience as a Motor Mechanic for a range of vehicle makes and models powered by diesel and petrol. Must have knowledge of logistics and health and safety, interpersonal, communication and time management skills, flexibility and ability to multi task.

DUTIES AND RESPONSIBILITIES

- Perform checks of all university vehicles' road worthiness on a regular or daily basis before undertaking a trip.
- Inspect all university vehicles for any service requirements and arrange for their services through the Transport Officer.
- Conduct checks for the condition of pool vehicles before and after undertaking a trip.
- Carry out routine vehicle body and fitness inspection, diagnose any defect and recommend for appropriate remedy.
- Maintain and repair University vehicles whenever the problem or fault is within the capacity of the university workshop.
- Seek spares and recommend purchases to the Transport Officer.
- Take all relevant records for the running and maintenance of all vehicles as directed by the Transport Officer.
- Carry out light services for the University fleet.
- Check on the work done on University vehicles whenever a vehicle is sent for repair or service.
- Interact with vehicle drivers to obtain information about the problems they are experiencing with their vehicles.
- Carry out any other related duties as assigned from time to time.

APPLICATIONS

Applicants must submit an application letter, certified copies of certificates, transcripts, national identification (ID & birth certificate) and detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to:

**The Assistant Registrar - Human Resource
Manicaland State University of Applied Sciences
Bag 7001 Guthrie Road
Mutare**

The application pack should be sent as a ***single pdf file*** to e-mail address ***recruitment@msuas.ac.zw*** by no later than 1400 hours on Friday, 9 October 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.