



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:

DEPARTMENT OF SECURITY

SECURITY GUARD (1 POST) – FIXED TERM CONTRACT

Qualifications

- A minimum of 5 'O' Level passes including English Language.
- Certificate in Security or proof of having received training in security operations from reputable accredited institutions.
- Demonstrable ability in the use of Computers.
- 5 years relevant experience as a Security Guard in a reputable organisation.
- No criminal record.
- A basic appreciation of the criminal laws of Zimbabwe.
- Mature personality.
- Knowledge of closed-circuit television (CCTV) monitoring is an added advantage.

Duties and Responsibilities

- Maintaining law and order, preserving peace, protecting life and property from malicious damage.
- Patrol the area of jurisdiction with a view to prevent crime, detect any criminal occurrences and apprehend offenders.
- Regulate access to University entry and exit points and ensuring that only staff, registered students, bona fide visitors and stakeholders enter the premises.
- To ensure that University property leaving the premises has the requisite authority by conducting searches on all persons and vehicles leaving the campus/ premises.
- Maintain an occurrence book and report to management on any irregularities within the premises.
- Perform other job-related duties as may be 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, 25 September 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.