



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

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

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

DEPARTMENT OF WORKS AND ESTATES

Tractor Driver – University Farm (1 POST)

DESIRED QUALIFICATIONS AND EXPERIENCE

Applicants must have at least an 'O' level Certificate, Clean Class 5 Driver's Licence or Permit to drive a tractor. At least 2 years experience in operating farming equipment and clean class 4 Drivers License would be an added advantage. Must have basic skills in vehicle maintenance, knowledge of logistics and health and safety. Excellent interpersonal and communication skills, flexibility and ability to multi task and excellent time management skills.

DUTIES AND RESPONSIBILITIES

- Tillage Operation at the University Farm
- Trailer work at the University Farm
- Operate tractor mower to cut grass
- Operate other tractor towed implements/ equipment
- Collect and ferry farm inputs and outputs
- Keep and maintain the tractor and implements in a smart and good condition
- Maintain a record/ loggings of all tractor operations and submit to the Transport Manager on the 1st day of every month

Service vehicle maintenance management

- Arrange minor repairs of the tractor where necessary
- Check oil and tyres properly and keep the tractor in clean condition.
- Update monthly mileage records
- Maintain log book of the tractor on daily basis
- Any other duties as assigned by the supervisor 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 Tuesday, 30 June 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.