



MANICALAND STATE UNIVERSITY OF APPLIED SCIENCES

STAFF VACANCY

INTERNAL ADVERT

Applications are invited from suitably qualified and experienced persons to fill the following posts:

***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.

INFORMATION AND PUBLIC RELATIONS

Assistant Information and Public Relations (1 Post)

Desired Qualifications

Applicants should possess a minimum of a first degree in Media/Marketing/English and Communication/Journalism or equivalent plus at least four (4) years' experience in a University or similar environment. A relevant Master's degree will be an added advantage. Excellent communication, public relations and interpersonal skills, ability to interact with and handle media is a requirement. The incumbent should further clearly understand the university system with regards to programmes on offer, student admission and registration, and the general university system with regards to governance and objects. Must have high energy, self-motivated, and ability to communicate at all levels within and outside the University.

Duties and Responsibilities

The candidate must have a strong understanding of the broader set up of an Information and Public Relations Office in a University environment and should be able to:

- Manage the University image through competent press relations.
- Gather information and compile corporate communications documents such as newsletters, annual reports, etc.
- Generate, edit and proof read articles or content.
- Keep the public informed about the goings on in the University.
- Attend to public relations activities, for example career guidance, exhibitions, etc.
- Video filming and production of University activities and functions
- Actively participate in activities that market the University locally and abroad
- Manage the University's website content.
- Service University committees.
- 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, contact details, names and addresses of three referees addressed to:

**Assistant Registrar
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*** plus one hard copy of the application pack (certificates and transcripts must be certified) to be submitted to the Human Resource Office by no later than 1400 hours on Friday, 10 July 2020. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to.