



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.

REGISTRY DEPARTMENT

Assistant Registrar Secretariat (1 Post)

Desired Qualifications

Applicants should possess a minimum of a first Degree in English and Communication or equivalent plus at least four (4) years hands on experience in a similar environment. A Master's degree with a strong background in English or communication will be an added advantage. Ability to work with teams, collaborate with internal and external stakeholders, and possession of oral and written communication and interpersonal skills is a requirement.

Duties and Responsibilities

- Assist in servicing of major University Committees including Council, Executive Committee of Council, Nominations and Human Resource Committee, Audit Committee, and Finance Committee among others.
- Communicating and liaising with University Council in consultation with the Director Secretariat and the Registrar on Council issues.
- Assist in facilitating the process of evaluating the University Council.
- Assist in management of all the University committees and ensuring that the committee system remains vibrant.
- Assist in ensuring that terms of reference as well as membership to committees remain relevant through timeous reviews and production of a yearly University Diary of meetings.
- Assist in capturing and streamlining main decisions made by Committees and submitting reports to the Vice Chancellor through the Director Secretariat and Registrar on implementation of those decisions.
- Assist in the preparation and submission of monthly reports to the Registrar on performance of committees;
- Liaising with Committee Chairpersons;
- Attendance to all key University Committees and following up on implementation of Committee resolutions through the use of the decision tracking instrument.
- Giving guidance and guidelines to Committee Secretaries on servicing of committees, minute taking and writing;

- Ensuring proper record keeping particularly in electronic form through the management of the Minute Database;
- Ensuring that all Committee Secretaries comply with best practice standards of servicing committees;
- Assist in the management of the Secretariat Department and supervision of staff therein
- Any other tasks as may be assigned by the Director Secretariat and the Registrar.

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.