



# 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.

### SECURITY DEPARTMENT

#### Security Corporal (1 Post)

#### **Desired Qualifications**

Applicants should possess a minimum of Ordinary Level Certificate, Certificate in Security or proof of having received training in security operations from reputable accredited institutions plus at least two (2) years proven experience at a supervisory level.

#### **Duties and Responsibilities**

Parades, inspects, and deploys security guards to various security points, monitors their performance, welfare, skills and advises high authorities accordingly. Coaches them, rewards or reprimands them on minor conducts and misconducts respectively. The incumbent will report to the Sergeant and will be responsible for:

- Receiving briefing from outgoing corporal on events of the shift, reports any outstanding issues before handover/takeover.
- Parading his relief section 15 minutes before starting time, inspecting the section kit, turnout and physical condition of each individual.
- Spelling out operational orders and checking on the performance and alertness of deployed security details under his command.
- Ensuring that station posts books are up to date and contain all the occurrences and incidents of the shift.
- Recording and checking all scene reports and attending to them promptly.
- Identifying and promptly reporting potential security threats and conducting necessary investigations where appropriate.
- Recording statements from informants, complainants, witnesses and accused/suspected persons.
- Ensuring smooth flow of communication within the section and also with Corporals of other sections.
- Any other duties as assigned by superiors through the normal security channels of communication.

## **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.