



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 Academic Registry (1 Post)

Desired Qualifications

Applicants should possess a minimum of a first Degree plus at least four (4) years hands on experience in a similar environment. A Master's degree will be an added advantage. Ability to work with teams and under pressure with minimum supervision, upholding confidentiality and exhibit professionalism and maturity in handling sensitive information is a requirement. The incumbent should further clearly understand the university system with regards to student admission, registration and statistics, and examination issues and must have high energy, self-motivated, and ability to communicate at all levels within and outside the University. Must be student success oriented with excellent customer service, interpersonal and communication skills and ability to deal with staff, students and the public with tact and courtesy.

Duties and Responsibilities

- Admission of new students and publication of selected students through online and print media.
- To collate and provide accurate, prompt statistical information and reports, for example on student applications, admissions and enrolments, for internal and external use as required.
- Orientation of new students.
- Preparation and advertising of programmes online and in the local print media.
- Processing online deferments and resumption of studies.
- Performing delegated examination duties.
- To liaise closely with Marketing and student recruitment staff to ensure a consistent, and integrated, University approach to student recruitment, application and admission.
- To ensure the co-ordination, collation, publication and mailing of all applicant and student information documents.
- Attend to students and staff queries.
- Supply all the necessary administrative and technical support needed in the smooth running of examinations.

- Provide secretarial services to University committees including performing administrative faculty duties.

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.