



# 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 Examinations (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 examination issues and must have high energy, self-motivated, and ability to communicate at all levels within and outside the University.

##### **Duties and Responsibilities**

- Ensure examinations related matters are brought to the attention of the Director Examinations and or the Deputy Registrar.
- Attend to students and staff queries.
- Assist in drafting invigilation time table, printing schedules for examinations and the Examination time table.
- Assist in the packaging of examination question papers.
- Liaise with Heads of Departments (HODs), invigilators, lecturers and students on examination related issues.
- Assist in preparing, organizing and supervision of examinations in accordance with the University policy, regulations and standards.
- Supply all the necessary administrative and technical support needed in the smooth running of examinations.
- Assist in ensuring that stationery, material and question papers needed in the smooth running of examinations is readily available.
- Receive examination answer scripts and issuing them out.
- Assist in the printing of results.
- Liaise with Information Technology Services (ITS) department in processing Chairman's action results.
- Provide secretarial services to University committees.

- Supervises day to day activities of junior staff in compliance with the Human Resources Policies and Procedures.
- Any other duties as assigned by the Director Examinations or the Deputy 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.