



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.

DIVISION OF STUDENT AFFAIRS

Assistant Registrar (1 Post)

Desired Qualifications

Applicants should possess a minimum of a first Degree plus At least two (2) years of administrative support experience in a Student Affairs setting or similar environment. A Master's degree will be an added advantage. Must be student success oriented with excellent customer service, interpersonal and communication skills, ability to maintain confidentiality and exhibit professionalism and maturity in handling sensitive information and student interactions, ability to work in a cooperative team environment, ability to deal with staff, students and the public with tact and courtesy, and ability to work independently and have strong decision making skills as there is minimal supervision in this post.

Duties and Responsibilities

- Providing administrative support and coordination of student activities for the office of Student Affairs in all matters to do with students' accommodation, students clubs and societies, and orientation of new students among others.
- Serves as a primary point of direct administrative contact and liaison with external institutions on issues related to student affairs.
- Establishes and maintains database for out of campus student accommodation records.
- Providing secretarial service to university committees under the direction of the Deputy Registrar.
- Performs 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.