



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

UNIVERSITY REGISTRAR

The National University of Science and Technology invites applications from suitably qualified and experienced persons for the post of Registrar that has arisen at the University. This is a senior fixed term and performance based contract.

Reporting to the Vice Chancellor, the Registrar is the Chief Administrative Officer of the University whose overall responsibility entails leading and coordinating the University Administration and developing policies and organisational systems.

The National University of Science and Technology is an equal opportunity employer; and female candidates are encouraged to apply.

Duties and Responsibilities

1. Serve in an advisory role, in respect of the whole range of the University's activities, to the Vice Chancellor, Chairperson of Council, Chairpersons of University Committees and other Senior Officers.
2. Serve as Secretary to the University Council and its Executive Committee and oversee the general administration of Council activities.
3. Control and be the custodian of the University Seal.
4. Ensure effective operation and management of the Academic Affairs, Human Resources, Central Services, Accommodation and Catering Services, Physical Planning, Works and Estates, Student Affairs, Legal Affairs and Faculty Administration Sections by establishing policies and managing their implementation, by exception, through second tier administrative officers.
5. Attend to legal matters of the University.
6. Represent the University and lead the negotiations and liaison with Government Ministries and external aid and other organisations and stakeholders.
7. Lead negotiations with Employee Associations with regard to salary and conditions of services and other pertinent matters.
8. Negotiate with the generality of students and, in particular, the elected officers of the Students' Union.
9. Be involved in the preparation and submission of project proposals for new developments.
10. Administer the whole range of University staff development programmes including, and in particular, the administrative staff development programme.

Qualifications and Experience

The ideal candidate must have a Masters degree in Business or Public Administration or equivalent with at least ten (10) years post qualification experience in an educational institution at senior administrative or managerial level. An earned PhD or equivalent will be an added advantage.

Skills and Attributes

Highly responsible, reliable, honest, dedicated and self-motivated individual with good human relations skills; proven ability to communicate effectively, both orally and in writing, with various stakeholders within and outside the University; proven ability to write reports and minutes of proceedings at the highest level.

How to Apply

Interested candidates should submit the following: application letter, certified copies of Educational certificates, National ID, Birth Certificate and CV giving full personal particulars including full name, place and date of birth, qualifications, previous employment and experience, present salary, date of availability, telephone number, email address, names and addresses of three referees including email addresses to:

The University Council Chairman

c/o The Vice Chancellor

National University of Science and Technology (NUST)

P O Box AC 939

Ascot

Bulawayo, Zimbabwe;

and emailed to vice-chancellor@nust.ac.zw in a **single pdf file** clearly indicating the position being applied for in the subject line.

Only shortlisted candidates will be responded to.

The closing date is Firday, 24 April 2020.