



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

The University seeks to recruit applicants with requisite qualifications, skills and experience for the following posts in the University: -

1. STORES CONTROLLER (1 POST)

Bursar's Department

Applicants must have a degree in Procurement or Business related qualification and at least 2 years' post-qualification experience. Good working knowledge of computerized procurement of inventory management systems with an ability to computerise systems is essential.

Duties and Responsibilities

The duties and responsibilities will include the following:

- Taking delivery of all incoming materials and reconciling with purchase orders,
- Tracking, documenting and resolving any discrepancies on received orders,
- Ensuring accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns,
- Setting up and maintaining an accurate inventory record system for all stock items,
- Planning and executing regular stock takes including year-end audit counts,
- Maintaining adequate security for all stock items,
- Managing inventory/supplies and ensuring they are within the established minimum and maximum levels,
- Keeping up-to-date records of receipts, records, and withdrawals from the stores,
- Ensuring proper storage of goods within stores,
- Taking full responsibility for all inventory audits,
- Creating purchase requisitions to replenish stocks as appropriate,
- Ensuring return of cancelled or damaged items back to suppliers as appropriate,
- Supervising the junior staff.

2. ACCOUNTANT/PRINCIPAL ACCOUNTANT (1 POST)

Innovation and Business Development

Applicants must have a first degree in Accounting or Finance and at least three years post qualification experience in an accounting role.

Duties

The duties will include the following:

- Ensuring the accuracy of financial documents, as well as their compliance with relevant laws and regulations,
- Preparing and maintaining monthly and annual financial reports,
- Preparing ad-hoc reports as requested by management,
- Preparing tax returns and ensuring that taxes are paid properly and on time,
- Evaluating financial operations to recommend best-practices,
- Identify issues and strategize solutions including projects appraisals,
- Offering guidance on cost reduction,
- Leading in initiatives for revenue enhancement and profit maximization,
- Conducting forecasting and risk analysis assessments,
- Managing Internal and External Audits for the IBD business.

Skills

- Attention to detail: must pay strong attention to detail in order to be able to keep information accurate and organized.
- Business acumen: must understand the basic functions of a business in order to accurately analyze and interpret financial data.
- Computer literacy: must be able to use advanced accounting software and other computer-based tools to work effectively, including automating processes.
- Analytical skills: must be able to collect and analyse financial data as an important aspect of identifying patterns and potential issues.
- Communication skills: must be able to listen carefully in order to accurately gather facts and figures from clients, managers, or other stakeholders, and be able to clearly articulate the results of their work and present their findings in written reports.
- Leadership skills: must be able to lead a team of accounting staff in carrying out their work.

3. STORES PERSON (1 POST)

Innovation and Business Development

Applicants must be in possession of 5 ‘O’ level passes including English Language plus a National Diploma in Purchasing and Supply (HEXCO) or equivalent. Relevant experience will be an added advantage.

Duties

The duties will include the following:

- Good inwards documentation checking, goods checking and acceptance of all deliverance to stock,
- Keeping proper and accurate stock records,
- Issuing components and materials as specified by the Job Card in a timely manner to meet work schedules,
- Maintaining the warehouse and site to a safe clean standard to ensure ease of availability of stock, keeping the site clean and tidy to ensure working practices and to allow the site to function efficiently and comply with safety legislation.

CONDITIONS OF SERVICE

An attractive package which includes Medical Aid, Leave and Pension Benefits is offered; details will be disclosed to shortlisted candidates.

APPLICATION PROCEDURE

All applications will be treated in strictest confidence. Applications, which should include curriculum vitae (giving full personal particulars of applicant, including full names, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including e-mail) and telephone numbers of three contactable referees) and copies of certificates must be addressed to:

The Senior Assistant Registrar
Human Resources Department
National University of Science and Technology
P O Box AC 939
Ascot
Bulawayo, ZIMBABWE

And e-mailed to: recruitment@nust.ac.zw in a **single pdf file** clearly indicating the position being applied for in the subject line.

The National University of Science and Technology is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

The closing date for receipt of applications is Friday, 03 March, 2023

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.