



NATIONAL UNIVERSITY OF SCIENCE AND TECHNOLOGY

The University seeks to recruit applicants with requisite qualifications, skills and experience for the following post in the Vice Chancellor's Office: -

SENIOR ASSISTANT REGISTRAR (1 POST)

Vice Chancellor's Office

Qualifications and Experience

Applicants must hold a Bachelor's Degree in Office Management, Business Management, Administration or related field and at least 5 years' relevant post-qualification experience; OR have a Masters' Degree in a relevant field and at least 2 years' relevant post-qualification experience. Knowledge of University structures and systems will be an added advantage. The candidates must be of a mature disposition. The successful candidate will be expected to provide high level executive and administrative support to the Vice Chancellor and ensure the smooth coordination of activities in the Vice Chancellor's office.

Duties and Responsibilities

- Manages the Vice Chancellor's Diary by scheduling appointments and meetings.
- Collates relevant papers and documents in preparation for scheduled briefings and meetings.
- Produces quality reports, presentations, letters and memoranda.
- Acts as first point of contact for the Vice Chancellor's Office and manages communication, including highly confidential material.
- Manages mail by ensuring that all official correspondence is screened and directed to relevant offices for actioning.
- Manages a systematic manual and electronic filing system.
- Attends to enquiries and queries and receive visitors.
- Assists in the organisation of major University events.
- Carries out any other duties as assigned.

Skills, knowledge & abilities

- Excellent interpersonal and communication skills with the ability to develop effective relationships with individuals and stakeholders continually both internally and externally.
- Ability to react positively to frequently changing priorities and deadlines, and to deal with unforeseen circumstances.
- Ability to work under minimum supervision.
- Reliability, loyalty and dedication are essential qualities.
- Excellent attention to detail, including proof reading skills and the ability to maintain a high level of accuracy.
- Digital and data literacy and excellent computing skills, including Microsoft Office and use of administrative business systems.
- Minute taking skills.
- Ability to be flexible and adaptable; with the ability to work across teams, building and developing effective relationships to ensure the best result for the team and Institution.

- Ability to think in other terms and look for more efficient ways of doing things, instigating change in a considered manner.

APPLICATION PROCEDURE

All applications will be treated in strictest confidence. Applications, which should include a curriculum vitae (giving full personal particulars of applicant including full name, place and date of birth, qualifications, employment and experience, present salary, telephone numbers and the names, addresses (including email) 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 emailed 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 opportunity employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

The closing date for receipt of applications is Friday, 23 April, 2021.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.