

**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: -**

**SECRETARY/SENIOR SECRETARY (7 POSTS)**

**POST A: FACULTY OF APPLIED SCIENCE**

**POST B: DEPARTMENT OF SCIENCE, MATHEMATICS AND TECHNOLOGY**

**EDUCATION**

**POST C: DEPARTMENT OF CIVIL AND WATER ENGINEERING**

**POST D: DEPARTMENT OF QUANTITY SURVEYING**

**POST E: DEPARTMENT OF CONSTRUCTION MANAGEMENT**

**POST F: CAMPUS SERVICES SECTION**

**POST G: ADMISSIONS AND STUDENT RECORDS SECTION**

**QUALIFICATIONS**

Applicants must have minimum qualifications of 5 ‘O’ level passes including English Language plus a National Diploma in Secretarial Studies, or equivalent and at least one (1) year of relevant post-qualification experience.

For appointment at Senior Secretary grade, applicants must have at least three (3) years of relevant post-qualification experience.

**REQUISITE SKILLS**

Computer literacy is a must and knowledge of University systems of operations will be an added advantage. Proficiency in both oral and written English is a must.

**ATTRIBUTES**

Applicants must be of mature disposition with initiative, be able to work with minimum supervision. Reliability, honesty, loyalty and dedication are essential qualities.

**CONDITIONS OF SERVICE**

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

**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 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*](mailto: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 Wednesday, 7 August, 2024.***

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**