

**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: -

**PROFESSIONAL ASSISTANT TO THE VICE CHANCELLOR (1 POST)**

**MAIN PURPOSE OF THE JOB**

This is s senior position reporting to the Vice Chancellor (VC). The main purpose of the job is to provide support to the VC in coordinating administrative responsibilities to ensure efficiency and effectiveness in the creation, implementation, and evaluation of the strategic plan and cross-cutting measures that enhance service delivery to the various stakeholders of the university.

**Key Result Areas**

**1. Strategy and Performance Monitoring**

* Assist in the development of the Strategic Plan, Annual Plan, and Performance Contract for the VC
* Monitor implementation of strategic action plans to ensure deadlines are met and objectives, as well as budgetary targets, are achieved
* Ensure alignment to national cross-cutting measures like gender equity, inclusivity, health and wellness
* Work closely with the VC to ensure that all projects and contracts conform to legislative and regulatory frameworks and are time-bound as may be necessary
* Set up ICT systems in the Vice Chancellor’s Office to ensure effective information management, retention, and retrieval for effective monitoring of performance and service delivery

**2. Stakeholder Management**

* Facilitate and follow through on Council resolutions to ensure compliance and implementation.
* Liaise with internal and external stakeholders on behalf of the VC regularly
* Maintain good stakeholder relations on behalf of the VC
* Attend stakeholder meetings and engagements as delegated by the VC

**3. Administration**

* Provide regular updates on Government policies, directives, and legislative changes and reviews that impact the University’s operations
* Manage the VC’s correspondence; review and prioritise all emails and letters, and draft responses for VC’s approval.
* Participate in staff meetings as assigned by the VC.
* Conduct research as requested, using the Internet and other resources; compile and create statistical reports.
* Brief the VC on external engagements and meetings
* Prepare, or proofread speeches and presentations for the VC.

**Qualifications and Experience**

Possession of an earned PhD from a recognised institution is a must. Professorial status will be a distinct advantage and at least 5 years experience in a senior managerial position in an academic environment.

**Skills and Attributes**

Excellent spoken and written communication skills, ability to compile reports, draft speeches and communiques, and information technology systems competency, including digital platforms skills.

**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 939Ascot

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 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 August, 2024.***

**ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.**