



MUA ST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCY

Applications are invited from suitably qualified and experienced persons to fill the following post that has arisen in the University:

REGISTRY DEPARTMENT

SECRETARY (1 POST)

Qualifications and Experience

Applicants must have a National Diploma in Office Management / Secretarial Studies or equivalent plus typing 50 wpm and shorthand 100 wpm and at least 5 Ordinary level passes including English Language. Applicants should have a minimum of 5 years post qualification experience, preferably in a University environment. Proficiency in a wide range of IT applications such as Word, Excel, Publisher and PowerPoint is a requirement.

Duties and Responsibilities

- Diary Management: scheduling meetings, appointments and bookings.
- Typing, printing and photocopying of documents.
- Attending to visitors, handling enquiries and queries.
- Handling incoming and outgoing telephone calls.
- Organising meetings, collating papers and preparation of files.
- Taking minutes of departmental meetings.
- Maintenance of a systematic filing system.
- Mail management.
- Undertaking any other related duties as assigned.

Conditions of Service

Leave, contributory medical aid and pension are offered. Information on salary and other benefits will be made available to shortlisted candidates.

Applications

Applicants should submit the following documents: application letter, certified copies of certificates, national identification and a detailed Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, contact details, names and addresses of three referees including their email addresses.

Email your application dossier as a single pdf file to: vacancies@muast.ac.zw. Include the post you're applying for in the subject line. The closing date for receipt of applications is Friday 12 June 2026. Only shortlisted candidates will be contacted.

Please note that the University does not have Agents who receive applications on its behalf for advertised posts.