



# MUAST

MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

## VACANCIES

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

### DEPARTMENT: BURSARY

#### ACCOUNTS CLERK (1 POST)

#### Qualifications and Experience

Applicants must have at least 5 Ordinary Level passes including English Language and Mathematics at Grade C or better and a National Diploma in Accounting or equivalent. Applicants should have at least three years relevant work experience and knowledge of an accounting package such as Pastel.

#### Duties and Responsibilities

- Processing invoices and receipting of payments.
- Banking and preparation of schedules of cash banked.
- Reconciliation of creditors' statements and attending to creditors' payment queries.
- Preparation of daily transaction schedules, weekly income and expenditure reports.
- Processing petty cash payments and reconciliation of petty cash book.
- Debtors' reconciliation and following up on debtors.
- Data capturing and preparation of journals.
- Maintenance of student fees payment records and attending to related queries.
- Filing of financial records.
- Any other related duties as may be assigned.

## APPLICATIONS

Applications should include 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



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including their email addresses. Police clearance is mandatory for successful candidates.

Email your application dossier as a single pdf file to: [vacancies@muast.ac.zw](mailto: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.***