



ASSISTANT REGISTRAR/SENIOR ASSISTANT REGISTRAR, HUMAN RESOURCES (1 POST)

Registrar's Department

Applications are invited from suitably qualified and experienced persons for the post of Assistant Registrar/Senior Assistant Registrar (Human Resources) that has arisen in the University.

The applicants must be in possession of a first degree in Human Resources or equivalent and a minimum of 5 years relevant experience or a relevant Masters Degree and 2 years relevant experience plus an Institute of People Management of Zimbabwe (IPMZ) Diploma.

Responsibilities will include coordinating recruitment and selection processes, administering staff disciplinary and grievance handling procedures, maintaining and updating staff records, implementing strategic and tactical Human Resources plans as well as coordinating training and development function.

CONDITIONS OF SERVICE

Medical Aid, Leave and Pension benefits are offered. Information on salary and other benefits will be made available to short listed candidates only.

APPLICATIONS

Applicants must submit **six** sets of applications, **certified copies of certificates** (birth and academic certificates) and **Curriculum Vitae** giving full personal particulars including full name, place and date of birth, qualifications, experience, present salary, date of availability, contact details (names, email addresses and telephone numbers) of three contactable referees addressed to:

The Deputy Registrar
Lupane State University
P O Box AC 255
Ascot

or

The Deputy Registrar
Lupane State University
PO Box 170
Lupane

Bulawayo

Closing date for the receipt of applications is Friday, 02 November 2018. Only shortlisted candidates will be contacted.