

VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates for the following posts:

REGISTRAR'S DEPARTMENT

Human Resources Section

Senior Secretary (1 Post)

The ideal applicants should possess the following qualifications:

- A National Diploma in Secretarial Studies or its equivalent.
- At least three (3) years relevant experience.
- Five (5) Ordinary Level passes including English Language.
- Computer literacy.
- Knowledge of Human Resource Management.

Duties and responsibilities

- Keeping the Supervisor's diary.
- Making appointments and bookings for the Supervisor.
- Attending to incoming and outgoing telephone calls.
- Attending visitors and screening them.
- Receiving papers for meetings and preparing files for the meetings.
- Making arrangements for meeting venues.
- Typing of documents.
- Filing and record keeping
- Handling and sorting mail.
- Taking minutes.
- Photocopying and printing documents for the office.
- Bringing to the attention of seniors any observed irregularities.
- Performing any other duties as assigned from time to time.

Interested and qualified persons should submit six (6) sets of applications each consisting of the application letter, certified copies of educational and professional certificates, transcripts and Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees. Applications should be sent through post or hand delivered to the following address:-

Senior Assistant Registrar **or**
Human Resources Section
Lupane State University
1st Floor Faculty of Agricultural Sciences Building
Lupane Main Campus
P O Box 170
LUPANE

Senior Assistant Registrar
Human Resources Section
Lupane State University
3rd Floor CBZ Building
Cnr 10th Avenue/Fife Street
P.O. Box AC 255, Ascot
BULAWAYO

The closing date for the receipt of applications is Monday, 17 February 2020. **Only shortlisted candidates will be contacted. Applicants who responded to our previous advertisements need not re-apply.**