Lupane State University
Building Communities through Knowledge

VACANCY NOTICE

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

Vice-Chancellor's Office
Information and Communication Technology Services
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.

Duties and responsibilities

- Typing and filing.
- Handling and sorting mail.
- Minute taking and record keeping.
- Photocopying services.
- Receiving papers for the meeting and preparing files for the meeting.
- Keeping the supervisor's diary.
- Making appointments and bookings for the supervisor.
- Performing any other job-related duties as required by the supervisor.

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

or

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, 28 February 2020. **Only shortlisted candidates will be contacted.**