

Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

BURSAR'S DEPARTMENT Clerical Assistant (1 Post)

The ideal applicants should possess the following qualifications:

- 5 Ordinary Level passes including English Language, Mathematics or Accounts.
- A higher qualification in Accounting would be an added advantage.

Duties and Responsibilities

- Handling cash and receipting.
- Operating of Point of Sale (swiping system).
- Processing of Invoices, Payment Vouchers, Payroll Data
- Bank Reconciliation.
- Performing Paynet Operations.
- Students Administration and Accounts.

Applicants must submit **six (6)** sets of applications, **certified copies of certificates** (birth certificate, academic certificates and transcripts), and a **curriculum vitae** giving full personal particulars including full name, place and date of birth, experience, present salary, date of availability, contact details, names and addresses or email of three contactable referees addressed to:

The 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 The Senior Assistant Registrar
Human Resources Section
Lupane State University
3rd Floor CBZ Building
10th Avenue and Fife Street
P.O. Box AC 255
Ascot
Bulawayo

Closing date for the receipt of applications is 25 September 2020. **Only shortlisted candidates will be contacted.**