



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

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

REGISTRAR'S DEPARTMENT

Admissions and Student Records

Administrative Assistant/Senior Administrative Assistant (1 Post)

Qualifications

The ideal applicants should possess five (5) Ordinary Level Passes including English Language, minimum of a Degree in Statistics or equivalent from recognised examination bodies. Computer literacy or International Computer Driving Licence will be a distinct advantage.

Applicants must have at least one (1) year relevant experience preferable at a University.

Duties and Responsibilities

In consultation with the Senior Assistant Registrar, the incumbent will be responsible for, but not limited to the following:

- Admitting and registering students to relevant programmes as per University policy;
- Marketing University programmes to prospective students;
- Attending to queries related to admissions, fees and registration;
- Maintenance of accurate records on admission, for current students and graduates;
- Compiling monthly reports for the Section;
- Maintenance of accurate student statistics as per the University needs;
- Attending to all student queries;
- Servicing relevant University Committees;
- Performing management and staff supervision in the Section;
- Carrying out any other duties as assigned from time to time.

APPLICATIONS

Interested and qualified persons should send one set of their application in a single pdf file clearly indicating the position being applied for in the subject line to erecruitment@lsu.ac.zw. The application should consist of the application letter, 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, certified copies of educational and professional certificates, transcripts, birth certificate and National Identity Document.

The closing date for the receipt of applications is **28 January 2022**. **Only shortlisted candidates will be contacted.**