



**MUAST**  
MARONDERA UNIVERSITY  
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

## **VACANCIES**

Applications are invited from suitably qualified and experienced persons to fill the following post that have arisen in the University:

### **DEPARTMENT OF STUDENT OF AFFAIRS**

#### **DEAN OF STUDENTS - (1 Post)**

#### **Qualifications and Experience**

Applicants must at least have an earned a Master's Degree in Education, Social Sciences, Management or equivalent, A Bachelor Degree in Education or equivalent, At least five (5) years post- qualification experience, four (4) of which should be at managerial level in a University setting, applicants should be mature, be of high integrity, have critical thinking and analytical skills, have excellent written and oral communication skills, good interpersonal skills and be able to work under pressure.

#### **Duties and Responsibilities**

- Providing leadership, directing and managing the Student Affairs Department to achieve the University and Department's goals and objectives.
- Formulation and implementation of students' related policies, monitoring and reviewing policies and programmes related to student learning and services.
- Setting up structures and overseeing activities of all units that fall under the Student Affairs Department that includes among others, Health Services, Canteen Services, Chaplaincy and Sports.
- Planning and Implementing New Students' Orientation programmes in liaison with

Academic Registry.

- Management of the Departmental Budget, sourcing of funds and donations to support student activities and allocation of resources.
- Ensuring that both on and off campus student residences are of high standard and enhance student learning and morality as well as nurturing positive behaviours.
- Act as a point of contact for students and address questions and concerns on issues such as discrimination and sexual harassment.
- Working closely with the Student Representative Council in planning activities such as conscientisation programmes, tours, visits and entertainment.
- Representing the University at various fora involving students, Government agencies, donor and support services groups, parents and the general public.
- Handling emergency and crisis situations pertaining to students and campus life.
- Overseeing the development of the Alumni Association.
- Any other related duties as assigned from time to time.

## CONDITIONS OF SERVICE

Leave, contributory medical aid and pension are offered. Information on salary and other benefits will be made available to shortlisted candidates.

## APPLICATIONS

Applications should include the application letter, certified copies of certificates, national identification and a detailed Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, contact details, names and addresses of three referees including their email addresses. Female candidates are encouraged to apply. Police clearance is mandatory for successful candidates.

Email your application dossier as a single pdf file to: [vacancies@muast.ac.zw](mailto:vacancies@muast.ac.zw). Include the post you're applying for in the subject line. The closing date for receipt of applications is Friday 24 July 2026. Only shortlisted candidates will be contacted.

***Please note that the University does not have Agents who receive applications on its behalf for advertised posts.***