

VACANCY

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

VICE CHANCELLOR'S OFFICE

Monitoring and Evaluation Manager (1 Post)

Qualifications and Experience

A Bachelor of Science Degree in Monitoring and Evaluation/Project Management or equivalent. An Masters Degree in Monitoring and Evaluation or Postgraduate Diploma in Monitoring and Evaluation are added advantages. A minimum of at least three years of experience in a monitoring and evaluation environment.

Duties and Responsibilities

- Monitor and evaluate the implementation of the Integrated Results Based Management (IRBM) system;
- Participate in planning, monitoring and evaluation of annual performance management and craft Performance Contracts for the University;
- Develop Monitoring and Evaluation policies, procedures, appropriate framework and attendant systems for the implementation of the effective monitoring and evaluation of the University's programmes and projects;
- Assist in the development of key performance indicators for all activities undertaken by the University and develop feedback mechanisms to address deficiencies;
- Assist with the design, facilitation and coordination of recommended capacity building initiatives, such as workshops and training programmes for relevant stakeholders, to facilitate a culture of results-based management;
- Assist in the conduct of evaluation/impact assessment studies of key projects/programmes to ensure the achievement of set targets;
- Undertake statistical analysis on activities carried out and prepare reports to assist in enhancing service delivery;
- Collaborate with relevant Departments/Institutes and Faculties to ensure collation and compilation of data and statistics for the preparation of reports;
- Assist in the conduct of ongoing reviews of the implementation of M&E systems within Faculties/Departments and Institutes;
- Research best practices and trends in M&E to keep abreast of modern best practices and make recommendations for their inclusion in current and future projects, programmes and policies;
- Monitor and evaluate the implementation of the University's Strategic Plan;
- Perform any other duties as assigned by the Vice Chancellor.

CONDITIONS OF SERVICE

Information on salary and other benefits will be made available to shortlisted candidates.

APPLICATIONS

Applications should include an 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

Email your application dossier as a single pdf file to: vacancies@muast.ac.zw. Include the post you are applying for in the subject line. The closing date for receipt of applications is Friday 07 November 2025. Only shortlisted candidates will be contacted.

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