



VACANCY

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

PROCUREMENT MANAGEMENT UNIT (1 post)

PROCUREMENT CLERK

Qualifications and Experience

Applicants must have a Diploma in Purchasing and Supply Chain Management or equivalent. Possession of a Bachelor's Degree in Purchasing and Supply or Supply Chain Management or equivalent is an added advantage. Applicants should have at least one (1) year post qualification experience and be computer literate. Knowledge of computer packages such as Pastel, SAGE Evolution or SAP is an added advantage.

Duties and Responsibilities

- Sourcing of quotations from suppliers on the approved suppliers' list.
- Preparation of comparative schedules and raising purchase orders.
- Sending purchase orders to suppliers and following up on purchases.
- Payment scheduling.
- Facilitation of receipt and verification of goods.
- Maintenance of procurement records.
- Any other duties as may be assigned by the Procurement Officer.

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

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 12 September 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.