



MUAST

MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

VACANCIES

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

DEPARTMENT: RISK AND SAFETY

RISK AND SAFETY INTERN (1 POST)

Qualifications

Applicants must be pursuing a degree in Insurance and Risk or Insurance Management.

Duties and Responsibilities

- Assist in identifying, assessing, and documenting organisational risks.
- Support the maintenance and updating of the organisation's risk register.
- Help prepare risk assessment reports and presentations.
- Assist in reviewing insurance policies and ensuring policy records are up to date.
- Monitor insurance policy renewal dates and support the renewal process.
- Assist in processing and following up on insurance claims.
- Collect, organize, and analyse data related to risk management and insurance activities.
- Maintain accurate records of insurance policies, claims, and related documentation.
- Support compliance with risk management policies, procedures, and regulatory requirements.
- Participate in departmental meetings, risk assessments, and training sessions.
- Conduct research on emerging risks, insurance products, and industry trends.
- Assist in developing risk awareness materials and staff training resources.
- Support internal audits by providing required documentation and information.
- Liaise with internal departments to gather information for risk assessments and insurance matters.
- Perform general administrative duties, including filing, data entry, report preparation, and correspondence.
- Maintain confidentiality of sensitive organizational information.
- Carry out any other duties assigned by the Risk and Insurance Manager or Supervisor in support of departmental objectives.



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APPLICATIONS

Applications should include the application letter, certified copies of certificates, national identification and a detailed Curriculum Vitae, an Attachment letter from your Institution and University transcript. Email your application dossier as a single pdf file to: vacancies@muast.ac.zw. Include the post you're applying for in the subject line. The closing date for receipt of applications is Tuesday 14 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.