



VACANCY

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

REGISTRY DEPARTMENT

EXAMINATIONS OFFICER (1 POST)

Qualifications and Experience

Applicants must have a Master's Degree in Administration, Management or a related field, and a relevant Bachelor's Degree. In addition, applicants should have at least 5 years' post qualification experience, four (4) of which should be in an administrative role in a university setting. Applicants should have advanced knowledge of databases.

Duties and Responsibilities

- Develop and review examination policies, rules, regulations, and SOPs, ensuring they align with the University's Strategic Plan and international best practice.
- Coordinate procurement, processing, and issuance of degree certificates to graduating students and those from associate colleges.
- Liaise with Examination Boards on all matters related to examination regulations.
- Ensure that systems for submitting examination entries, recording results, and issuing certificates function effectively, undergo regular reviews, and meet quality and compliance standards.
- Liaising with Department Chairpersons on examinations policies and procedures.
- Coordinate the appointment of external examiners, oversee their travel arrangements and processing of honorarium claims.
- Provide administrative support to the Senate Executive Committee, Appeals Committee and other University Committees as assigned.
- Advise the Senate Executive Committee, Faculty Board of Examiners, and Departmental Board of Examiners on interpreting the University's Academic Regulations regarding examinations.
- Coordinate the secure printing, receipt, and storage of examination papers.
- Ensure examination materials are stored under restricted access in secure, monitored environments.
- Assign tasks and supervise staff in the Examinations Office, overseeing daily workflows and performance.
- Coordinate the drafting and publication of examinations timetables for each block/semester.

- Conduct training needs assessments, identify gaps, and assist in designing and delivering training for Examinations Office staff on examination procedures.
- Facilitate training for invigilators and chief invigilators on examination protocols, including examination security and documentation requirements.
- Manage budgeting and forecasting for examination resources, such as stationery and other consumables, and oversee the timely procurement of all required materials for examination preparation.
- Performing any other duties as may be 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

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.