



GREAT ZIMBABWE UNIVERSITY

AMENDED INTERNAL ADVERT

Applications are invited from Great Zimbabwe University employees suitably qualified and experienced to fill the following posts:

SNAS/02/17

1. VICE CHANCELLOR'S OFFICE

1.1 CHIEF INTERNAL AUDITOR (1 POST)

The Chief Internal Auditor reports to the Vice Chancellor. Applicants must have at least a degree in Accounting or equivalent or completed professional qualification such as CIS, ACCA, CIMA, MII, SAAA, and CIA and preference will be given to those with a track- record of good work with hands on experience in auditing. A Masters degree in Accounting, Auditing or equivalent and membership of Institute of Certified Forensic Accountants and Institute of Public Accountants would be advantages. Applicants should have at least five (5) years experience in audit, three of which must have been at a senior management position.

PERSONAL ATTRIBUTES

Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal skills and communication skills.

DUTIES AND RESPONSIBILITIES

The duties will involve evaluation of risk exposures relation to the University's Governance, operations and information regarding the following:

- Developing, directing and implementing comprehensive University wide internal audit goals, objectives and programmes;
- Overseeing and managing the internal audit operation to ensure compliance with and adherence to University regulations, standards and practices;
- Reviewing and analyzing audit results, preparing audit reports including findings, analysis and recommendations;
- Communication of audit findings and recommendations with management and auditees, monitoring the implementation of audit recommendations and findings, and ensuring exceptions have been addressed;
- Ensuring that the audit report is in line with the requirements of best practices and maintaining the highest quality levels;
- Establishing risk based audit programs;
- Developing policies and procedures for the Audit Department;
- Overseeing and managing the internal audit operations for the University and
- Planning, monitoring and appraisal of Internal Audit staff work.

1.2 DEPUTY DIRECTOR OF INFORMATION AND PUBLIC RELATIONS (1 POST)

The Deputy Director of Information and Public Relations reports to the Director Information and Public Relations. The ideal candidate must have at least a first degree in Marketing or related field and at least three (3) years' experience in marketing and/or media and public relations. The Deputy Director is responsible for assisting the Director in planning, development and implementation of all Great Zimbabwe University's marketing strategies, marketing communications, and public relations activities, both external and internal.

PERSONAL ATTRIBUTES

Applicants should be mature, hardworking, reliable, responsible and prepared to work overtime. In addition, applicants should possess superior interpersonal skills and communication skills as well as Desktop Publishing skills.

DUTIES AND RESPONSIBILITIES

To assist the Director in the following:

Communication:

- Ensure communication strategy is consistent and reflects the University's vision;
- Delivering and managing the University's internal and external communications;
- Implement social media strategies;
- Serve as the executive editor of the University's website;
- Publish videos and photography on university websites and blogs;
- Perform social media community management duties;

Public Relations:

- Direct special presentations including business shows, charity functions or media campaigns;
- Design and implement strategic public image campaigns and programs for the University or clients;
- Manage relationships with media outlets;
- Document presence of companies at events, conferences, and speaking engagements;
- Direct special events to garner public awareness and free press coverage, such as graduation ceremonies, grand openings, product introductions and charitable events;
- Train and direct Public Relations associates, specialists and administrative staff.

Marketing:

- Develop the advertising, marketing and promotion plans of the University;
- Advocate on behalf of the University brand with external stakeholders and the media across all communications channels;
- Review marketing material.

Assisting in the following:

- Develop short and long term plans /budgets for the marketing / communications/ public relations program and its activities,

- Monitor progress, ensure adherence and evaluate performance of marketing/ communications/ public relations mission, goals and financial objectives.

1.3 PERSONAL ASSISTANT TO THE PRO VICE CHANCELLOR (1POST)

The ideal candidate must have a minimum of five (5) “O” Level passes including English Language, Advanced Typing fifty (50) words per minute, 100 words/ per minute Shorthand/Dictaphone, a National Diploma in Secretarial Studies or equivalent. Possession of a qualification in Business Communication, Public Relations and a relevant degree would be an added advantage.

COMPETENCE AND SKILLS

The incumbent should have organizational skills, be able to plan, manage and co-ordinate the day’s business. The candidate should be highly competent in information technology, mature, hardworking, reliable and well groomed.

EXPERIENCE

At least five (5) years’ post qualification relevant experience should have served as a Senior Secretary or above. Only candidates with the minimum qualifications and above need apply.

2. BURSAR’S DEPARTMENT

2.1 ADMINISTRATIVE ASSISTANT (1 POST)

The ideal candidate must have at least a first degree in Accounting. Possession of a Masters degree in Accounting professional qualifications and knowledge of Pastel accounting would be added advantages. Applications should also be in a possession of five (5) ‘O’ level passes including English and Mathematics or Accounts.

DUTIES AND RESPONSIBILITIES

- Monitoring the collection, receipting and banking of monies by Accounting Assistant;
- Ensuring safe custody of monies pending banking on the following day;
- Ensuring the preparation of manual cashbooks and bank reconciliations are done monthly;
- Checking physical cash from cashiers against receipts and receipts against deposits;
- Bank reconciliations;
- Attending to student queries relating to accounts issues;
- Analysing cashbook transactions;
- Assist in the preparation of final accounts for external audit and
- General office administration.

2.2 ACCOUNTING ASSISTANT (1 POST)

The ideal candidate must have at least a National Diploma or a Higher National Diploma in Accounting. Possession of a first degree in Accounting and knowledge

~~of Pastoral accounting would be added advantages. Applications should also be in a~~

possession of five (5) ‘O’ level passes including English and Mathematics or Accounts

DUTIES AND RESPONSIBILITIES

- Receipting of monies from students and suppliers;
- Reconciling of physical cash and receipts before handing it over for safe keeping and banking;
- Banking of all monies collected and receipted;
- Assisting in preparation of student debtors schedule for Audit;
- Maintenance of student Debtors Ledger;
- Attending students queries;
- Reconciling students’ direct deposits with bank statement and
- Capturing of receipts into the system.

Applicants must submit six copies of each of the following: application letter, certified certificates, recent police clearance and curriculum vitae giving full details of names, place and date of birth, experience, contact number(s) and names and addresses of three referees to:

**Deputy Registrar, Human Resources and Administration
Great Zimbabwe University
P O Box 1235
MASVINGO**

The closing date for receipt of applications is Friday, 14 July, 2017. Only shortlisted applicants will be contacted.