 

**GREAT ZIMBABWE UNIVERSITY**

Applications are invited from suitably qualified and experienced persons to fill the following post at Great Zimbabwe University:

 **1.0 BURSAR’S DEPARTMENT**

 **1.1 STORES CLERK (3 POSTS)**

Applicants should have at least a National Certificate in Purchasing and Supply, Stores Management or Accounts, Five (5) Ordinary Level passes including English Language plus one (1) year relevant work experience. In addition, applicants must be able to work under pressure and meet deadlines.

**DUTIES AND RESPONSIBILITIES**

* Maintaining and updating records
* Receiving and issuing stocks using stock cards/pastel system
* Maintaining materials, equipment or supplies inventory
* Reporting discrepancies between physical counts and system records
* Safeguarding the warehouse
* Reporting on damaged and expired inventory
* Stock taking
* Safe keeping of stocks and security items
* Any other duties as assigned from time to time.

**NB:** Police clearance is a **MUST for all shortlisted candidates.**

Applicants must submit **six copies** of applications of the following: ***application letter***, ***certified academic and professional certificates*** and ***curriculum vitae*** giving full details of names, place and date of birth, experience, contact telephone number(s) and names and addresses of three referees to:

Great Zimbabwe University

P O Box 1235

**MASVINGO**

**The closing date for receipt of applications is 26 February 2021 Only shortlisted applicants will be contacted.**