



GREAT ZIMBABWE UNIVERSITY

Great Zimbabwe University, an equal opportunity employer, invites suitably qualified and experienced persons to fill the following post that has risen within the institution:

INTERNAL ADVERT

1.0 REGISTRY DEPARTMENT

1.1 PERSONAL ASSISTANT (1 POST)

Qualifications and Experience

Applicants should have a minimum of a National Diploma in Secretarial Studies and 5 'O' Level passes including English language. A Bachelor's Degree in Office Management will be an added advantage.

Duties and Responsibilities:

Within this framework, and under the direct supervision of the Pro- Vice Chancellor, the incumbent performs the following duties:

- Providing general administrative support to the Pro- Vice Chancellor;
- Scheduling and coordinating the Pro- Vice Chancellor's appointments and meetings (Diary management) including making travel arrangements, booking accommodation etc,
- Managing the Pro- Vice Chancellor's diary, liaising with internal and external parties, prioritising various and sometimes conflicting commitments, and timely alerting the Pro- Vice Chancellor about any changes and other relevant information;
- Organising meetings, making the necessary logistical arrangements;
- Reviewing and screening all telephone calls, official correspondence and draft responses accordingly
- Dealing with external and internal correspondence on own initiative;
- Assisting with preparation of background documents and briefing materials for meetings, take notes during meetings and assisting with the follow-up to meetings, including the preparation of minutes;
- Maintaining filing and other office systems electronically
- Any other duties as assigned by the Pro- Vice Chancellor.

Knowledge, Skills and Abilities:

- Excellent knowledge of office management and University policies, practices and procedures;
- Excellent communication, drafting and organisational skills;
- Ability to prioritise and manage time, manage work, cope under pressure with continuously changing priorities with no or little supervision, schedule own work and take initiative;

- Ability to build effective working relationships with clients and colleagues at all levels in a multicultural environment;
- Ability to exercise judgment on and deal discretely with confidential/sensitive information;
- Tact and diplomacy.

Experience

At least five (5) years post-qualification relevant experience. The applicant should have worked at the Senior Secretary level for at least two (2) years.

This post services one of the highest Offices in the University, and so only candidates with the minimum qualification and above need to apply.

NB: Those who previously applied need not to reapply.

APPLICATIONS

To apply, visit **careers** on the Great Zimbabwe University website www.gzu.ac.zw Applicants **MUST** fill in all the necessary fields on the application platform and **attach the resume and certificates as a combined PDF file.**

The closing date for receipt of applications is Friday, 03 October, 2025. Only shortlisted applicants will be contacted.