



Arrupe Jesuit University, an equal opportunity employer, invites applications from suitably qualified and experienced persons to fill the following post that has arisen within the institution:

ADMINISTRATIVE SECRETARY (1 POST)

The Administrative secretary will be responsible for providing administrative and secretarial services as well as implementing administrative systems, policies and operational procedures within the University's Academic Schools. The successful candidate will be appointed on a two-year fixed term performance-based contract and will report to the Registrar. The contract is renewable subject to satisfactory performance.

Duties and Responsibilities

- Assisting School Deans to keep diaries of various School Board, Board of Examiners and other committee meetings, and events chaired by the Deans;
- Recording and compiling minutes of meetings chaired by the Deans;
- Developing record-keeping systems and ensure records and relevant information is available to Deans when needed;
- Administering the collection and keeping of accurate students' records and other relevant academic inventories;
- Monitoring the operation and application of University General Academic Regulations at School level, as well as the implementation of School Special Academic Regulations;
- Compiling comprehensive schedules of the examination results for students in the Schools on a semester basis;
- Monitoring the application of rules and regulations with respect to the appointments and promotion of Academic and Non-Academic staff members in the Schools in consultation with the Human Resources Department;
- Maintains strict professionalism and confidentiality in record keeping; and
- Assisting School Deans in the management of the School Office through information gathering, sorting and dissemination.

Qualifications and Experience

- The incumbent must have a 1st degree in Secretarial Studies or Office Management.
- Applicants with a bachelor's degree in social sciences or humanities or a higher national diploma in a relevant field will also be considered.
- The successful candidate must have at least three (3) years post qualification and administrative experience in a university set up as well as knowledge of university structures, systems, procedures and operational practices.
- Computer literacy is a must, especially, working with databases.
- Professionalism demonstrated in efficiency, organisational skills, and confidence in implementing duties is required.
- The post is university wide and requires a person with good interpersonal skills and the ability to work under pressure with minimum supervision.

To apply:

Applicants must submit the following: application letter, certified copies of educational certificates, National ID, Birth Certificate and CVs giving full personal information including full name, place and date of birth, qualifications, previous employment and experience, date of availability, telephone number, email address, names and addresses of three (3) referees including emails and addresses to:

**The Human Resources and Public Relations Officer
Arrupe Jesuit University
16 Link Road
Mt Pleasant
Harare**

OR

Email applications to hr@aju.ac.zw

The closing date for receipt of applications is Wednesday, 15 March, 2023.
Only shortlisted candidates will be contacted for an interview.

Further inquiries or questions about this advert should be directed to Human Resources and Public Relations Officer through the email address: hr@aju.ac.zw.

NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.