

VACANCY NOTICE: REGISTRAR

The Zimbabwe Open University (ZOU) is the largest and comprehensive Open, Distance and Electronic Learning (ODEL) University in Zimbabwe that offers lifelong learning in an affordable, cost effective and flexible manner.

Applications are invited from suitably qualified, experienced and highly motivated professionals to fill the post of Registrar that has arisen at the University.

This is a 3-year performance-based contract.

The Registrar reports to the Vice Chancellor

Main Duties and Responsibilities

- Advising and assisting the Vice Chancellor, Council, Senate and other Committees of the University on matters related to corporate governance and interpretation of University Statutes and Ordinances;
- Secretary of the University Council, Senate and their principal committees
- Assist in the development and formulation of rules, policies and regulations to enhance the University's capacity to discharge its various duties and mandates;
- Advising the Vice Chancellor in the maintenance of good order and proper governance of the University;
- Assisting the University management and structures to maintain the good image of the University through ensuring good public relations and discipline among staff and students; and
- Performing any other duties as may be assigned by the Vice Chancellor.

Qualifications and Experience

- Master's Degree in Business Administration, Educational Administration or equivalent;
- An earned PhD, would be an added advantage;
- Ten (10) years relevant post qualification experience in an educational Institution or similar organisation in a senior management position;
- A qualification in ODeL at certificate, diploma, or degree level would be an added advantage.

Attributes and Skills Required

- Self-motivated, dedicated and highly responsible individual;
- Ability to effectively communicate with a wide variety of people of different backgrounds both within and outside the University;
- Good management and human relations skills.

Women candidates and differently abled persons are encouraged to apply.

Candidates who do not have the stipulated requirements need not apply.

Interested and qualified persons should submit eleven (11) sets of the application consisting of an application letter, certified copies of educational and professional certificates and Curriculum Vitae, with contact telephone numbers and names and contact details of at least three (3) referees. All envelopes should clearly indicate the post being applied for.

Applications should be received not later than 7 March 2019 and be should be addressed to:

Postal Address

The Chairperson of Council
Zimbabwe Open University
P.O BOX MP 1119
Mt Pleasant
Harare, Zimbabwe

Or Hand Deliver to;

The Chairperson of Council

Zimbabwe Open University
3rd Floor, Corner House Building Corner Samora Machel
Avenue and Leopold Takawira Street.
Harare, Zimbabwe

NB. Only shortlisted candidates will be contacted

