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ZIMBABWE EZEKIEL GUTI UNIVERSITY

Zimbabwe Ezekiel Guti University (ZEGU) is inviting suitably qualified personnel to fill in the following post:

1). Administrative Assistant Quality Assurance (1 Post)

Qualifications and Skills

- A minimum qualification of a First Degree in Business Administration, Education, communications or equivalent
- A Master's Degree in Quality Assurance, Education Management, Monitoring and Evaluation, or a related field will be an added advantage
- At least two (2) years' experience in an administrative or office support role
- Proficiency in computer applications (MS Word, Excel, Email, and database systems)
- Strong organisational, analytical, and report-writing skills
- Excellent communication and interpersonal skills
- High level of integrity, confidentiality, and attention to detail

Duties and Responsibilities

Shall provide administrative support for quality assurance and enhancement directorate, with the following key duties:

- **Strategic Support:** Assist in developing and implementing the QA Master Plan and university strategic plan.
- **Documentation:** Help create and maintain QA policies, manuals, procedures, and other key documents and databases.
- **Communication:** Act as a central point of contact, communicating the QA plan to internal stakeholders.

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- **Compliance:** Check for adherence to standards and recommend improvements.

CLOSING DATE FOR APPLICATIONS 5 FEBRUARY 2026

APPLICATION PROCEDURE.

Six (6) copies of the following: application letter, certified copies of educational certificates, National ID, Birth Certificate and CVs giving full personal including full name, place and date of birth, qualifications, previous employment and experience, present salary, date of availability, telephone number, email address, names and addresses of three referees including emails and addresses.

Applications should clearly indicate the “Position” which is being applied for and submitted to:

The Deputy Registrar- Human Capital Management

Zimbabwe Ezekiel Guti University

Stand No. 1901 Barrassie Rd, Off Shamva Rd

Bindura, Zimbabwe

or

Zimbabwe Ezekiel Guti University,

Harare Teaching and Learning Centre,

18836 Hampden Road, Belvedere,

Harare

or

e-mailed to: hr@zegu.ac.zw in a single pdf file clearly indicating the position being applied for in the subject line.

Only shortlisted candidates will be contacted