

INTERNAL VACANCY AD 01/01/19

WOMEN'S UNIVERSITY IN AFRICA



Addressing gender disparity and fostering equity in University Education

Applications are invited from suitably qualified candidates to fill the position of **Secretary/Senior Secretary/Chief Secretary** which has arisen in Human Resources and Administration Section at the Women's University in Africa.

Job Title: SECRETARY/SENIOR SECRETARY/CHIEF SECRETARY (HUMAN RESOURCES AND ADMINISTRATION SECTION (1 post))

Reporting to: ADMINISTRATIVE ASSISTANT (HUMAN RESOURCES AND ADMINISTRATION)

Duties

- Welcoming Human Resources and Administration section visitors and determining nature of business; and responding to inquiries;
- Assisting employees with their requests and serving as a resource person for university policy and procedures;
- Preparing recruitment and new-hire packets;
- Ordering, maintaining, and distributing office supplies;
- Initiating and maintaining physical and computerized departmental files for all employees and applicants including verification of completeness of files;
- Filing photocopies, and collates department materials;
- Assisting in preparation of contract drafts and revisions and maintaining master template for all contract formats;
- Performing general secretarial duties for the Human Resources and Administration section;
- Scheduling meetings and appointments for the Human Resources and Administration section;
- Booking the boardroom for meetings and arranging for refreshments;
- Maintaining a confidential system for personnel records (current and historical) for all University employees in order to provide a comprehensive, efficient, accurate and current record of all matters pertinent to employment, transfers, tenure, retirement, leave, and promotion;

- Preparing and maintaining all University position job descriptions in a consistent format and work with department supervisors to ensure that employees know and understand the duties and expectations of their jobs;
- Working with the Human Resources team to implement the staff evaluation process and receiving and filing evaluations from department supervisors;
- Working to improve communication, cooperation and planning in the Human Resources and Section;
- Assisting in the organization and conduction of new staff orientation;
- Using discretion and maintaining confidentiality at all times.

Qualifications, experience and key attributes

- National Diploma or Higher National Diploma in Secretarial Studies
- ICDL certification or relevant computer qualification;
- A minimum of 2 years working experience preferably in an institution of higher learning;
- The person must be an honest, reliable individual who is able to maintain a high degree of confidentiality and meet deadlines.

Interested candidates should submit 6 sets of applications with detailed CV, certified copies of academic and professional qualifications **by 15th February 2019** to:

Deputy Registrar (Human Resources & Administration)

Women's University in Africa

549 Arcturus Road

Greendale

Harare

or

P.O Box GD 32

Greendale

Harare