Harare Institute of Technology

Success through innovation

INTERNAL ADVERT/WEBSITE

Applications are invited from suitably qualified and experienced persons for the following post:

1.0 **REGISTRAR'S DEPARTMENT**

1.1   **Human Resources Section**

       1.1.1 **Administrative Assistant (1 Post)**

       Applicants must have at least 5 O' Level passes including English Language, a relevant first degree, two years relevant post qualification experience and good organizational and computer skills. A Diploma in Human Resources, Labour Relations, Training or equivalent would be an added advantage. University experience would be an added advantage.

Interested applicants should visit the Harare Institute of Technology website www.hit.ac.zw for more details regarding the advertised post.

Details on salary, allowances and other benefits will be made available to short-listed candidates. Application letters, certified copies of certificates and c.vs giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability and names of at least three (3) referees should be uploaded on: *https://www.hit.ac.zw/vacancies/*

Closing date for receipt of applications is 30 April 2021

Harare Institute of Technology is an equal opportunity employer.