

Terms and Conditions:

- **Employment Type:** Full-time contract or permanent as per university policy.
- **Working Hours:** 8:00 AM – 5:00 PM, Monday to Friday (occasional weekend work may be required).
- **Remuneration:** As per the university's approved salary scale for support staff.
- **Leave Entitlement:** 30 days annual leave, plus public holidays, sick leave, and maternity/paternity leave per the HR policy.
- **Performance Appraisal:** Subject to periodic performance reviews.
- **Code of Conduct:** Must adhere to the university's ethical and professional standards.
- **Probation Period:** 3 to 6 months (for new employees).
- **Contract Renewal:** Based on performance, conduct, and institutional needs.
- **Workplace Ethics:** Confidentiality and academic integrity must be upheld.

Application Procedure:

Interested candidates should submit a detailed CV, copies of academic and professional certificates, and a cover letter outlining their suitability for the role via the university recruitment portal or email address provided.