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| **APPROVED JOB GRADE:** |  |
| **DATE LAST REVIEWED:** |  |

Job Title : **Chief Inspector**

Department : **Corporate Affairs**.

Title Of Immediate Supervisor : **Dgm- Corporate Affairs.**

Title Of Direct Subordinate(s)**: Inspectors.**

# Overall Job Purpose

To provide inspectorate services to the corporation.

# Main Duties and Responsibilities

* Examines records relating to the production or sales of any minerals in or outside Zimbabwe.
* Conducts premises and minerals ferrying vehicles inspection, random spot checks and special operations in order to minimize the leakage and smuggling of minerals.
* Interviews any person and demand explanations of any entries in any records relating to the production or sales of any minerals in or outside Zimbabwe.
* Supervises and develops surbodinates through setting performance targets and identifying training needs on an ongoing basis.
* Seizes and removes any record which affords evidence of a contravention of the MMCZ Act.
* Develops and implements inspectorate systems, policies and programs.
* Monitors and audits stocks piles at mine sites in Zimbabwe.
* Inspects port warehouses periodically.
* Implements anti-corruption strategies.
* Investigates cases of potential risk bearing activities and those of suspected or identified criminal activities perpetrated against MMCZ.

***What decisions do you make without necessarily consulting your Supervisor/Manager?***

* Decides to deploy surbodinates to conduct stock pile audits at mine sites.
* Decides to conduct premises and spot checks on vehicles ferrying minerals.
* Decides to identify training needs for surbodinates.
* Decides on whether producers are in violation of any law governing minerals Act during inspections at mining sites.

# Supervision Received

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| --- | --- |
| **Method of Checking** | **How Frequent** |
| **REPORTS** | WEEKLY/MONTHLY |
| **MEETINGS** | DAILY/WEEKLY/MONTHLY. |

# Supervision Sent

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| --- | --- | --- |
| **Subordinate** | **Method of Checking** | **How Frequent** |
| **INSPECTOR** | REPORTS/MEETINGS | DAILY/WEEKLY |

# Problem Solving

* By ensuring compliance to statutes.

# Minimum academic qualifications required

# Diploma/Certificate in Logistics and Shipping.

* Diploma/ Cerificate in Police and Security.

# Minimum professional qualifications required

* SHIPPING AND FORWARDING ASSOCIATION OF ZIMBABWE. .
* OPPENHEIMER DIAMOND TRAINING COLLEGE.
* DETECTIVE TRAINING INSTITUTE.

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# Experience required (in years)

* At least 3 years experience

# Soft Skills

* Communication.
* Negotiation
* Analtytical
* Investigative

# Technical Skills

* Mineral grading and classification.
* Diamond evaluation.
* Diamond cutting and polishing.
* Granite petrology.

**CONFIRMATION OF JOB DESCRIPTION**

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**Agreed by Incumbent (Name) (Signature) Date**

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**Agreed by Supervisor (Name) (Signature) Date**