



## **JOB VACANCIES NOTICE NUMBER 1 OF 2018**

### **1. MANDATE OF APPOINTING OFFICERS OF PARLAIMENT**

Section 154 of the Constitution stipulates that the Clerk of Parliament and other Staff of Parliament are appointed on terms of service approved from time to time by the Committee on Standing Rules and Orders and are Public Officers, distinct and separate from the Civil Service.

These appointments are on an open, performance based contract subject to the provisions of Statutory Instrument 24 of 2018, Officers of Parliament (Terms of Service) Regulations, 2018.

**Applications are therefore invited from suitably qualified and experienced Zimbabwean citizens below the age of fifty (50), to fill the following vacant positions:-**

#### **POST 1**

**Job Title** : **Help-Desk Manager**

**Grade** : **4**

**Location** : **Information Communication Technology**

**Reports To** : **Director ICT**

#### **Job Description**

- ✓ To recognize and escalate local and high impact problems and to participate in any subsequent reviews as determined by those responsible;
- ✓ To administer and implement all service requests;
- ✓ Tracking of progress against Disaster Recovery test schedules and to escalate to management where appropriate;
- ✓ To participate in the establishment and revision of Service Level Agreements with the POZ and external vendors on all services delivered, aligning business expectations and service providers' commitment;
- ✓ To participate in the service acceptance process;

- ✓ To provide input, as a member of the ICT team, to the overall management of the department;
- ✓ Preparing service management reports;
- ✓ To update and maintain all hardware records;
- ✓ To manage movement of all hardware in stock; and
- ✓ Technology and operations administration duties;

### **Person Specification**

- ✓ BSc Degree in Computer Science or Management of Information Systems;
- ✓ A Master's Degree in Computer Science or Management of Information Systems will be an added advantage;
- ✓ At least 3 years' experience in a similar position;
- ✓ A comprehensive understanding of the IT systems and network components instituted to support each business activity;
- ✓ Customer service orientation; and
- ✓ Creativity and effective communication skills.
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

### **POST 2**

**Job Title** : **Networks and Communications Administrator**

**Grade** : **5**

**Location** : **Information Communication Technology**

**Reports To** : **Help-Desk Manager**

### **Job Description**

- ✓ To provide first line technical support for all PoZ ICT communications users;
- ✓ To respond to communications and hardware faults and to request for change, including purchase and delivery of new products and services;
- ✓ Ensuring all problems are resolved and remedy tickets updated in a timely fashion;
- ✓ To plan, implement and subsequently maintain efficient, cost effective, production systems (communication infrastructure and hardware) and services to PoZ departments in line with PoZ policy and service standards;
- ✓ To apply knowledge of ICT to ensure that PoZ achieves the best return for any investment made within the following areas, networks, hardware, services and communications;
- ✓ Maintenance of LANs, VILANS and electronic communication systems;
- ✓ To provide technical support for all PoZ ICT communications hardware products;

- ✓ Maintain the PoZ network security and ensure that all client servers, workstations, networks and telecommunications environments comply with the PoZSecurity Standards;
- ✓ To plan and execute technical projects as directed by senior members of the ICT team;
- ✓ To manage vendors including on-site support engineers who are responsible for the ongoing support of the PoZ departments to ensure a secure, stable and highly resilient environment;
- ✓ To assist in new implementations or upgrades to existing communication and hardware systems, including project management, tracking and reporting;
- ✓ Ensuring that a formal acceptance is executed for each project prior to it entering a live production environment;
- ✓ To assist in the provision of business recovery sites to give the ability to conduct PoZ business and monitor exposure in the event of a disaster;
- ✓ Work closely with the Help-Desk-Manager, Hardware Administrator and Website and Intranet Administrator to provide technical support to PoZUsers; and
- ✓ Internal hands and feet on the ground alongside the external vendors and suppliers of communication and hardware infrastructure.

### **Person Specification**

- ✓ BSc Degree in Computer Science or HND in Computer Science (HEXICO);
- ✓ In depth knowledge of client server technologies and telecommunication protocols;
- ✓ Strong understanding of intranets and extranets and relevant product certification;
- ✓ Five years' experience in extensive ICT services environment; and
- ✓ Strong will to achieve PoZ objectives
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

### **POST 3**

**Job Title** : **Hardware Administrator**

**Grade** : **5**

**Location** : **Information Communication Technology**

**Reports To** : **Help-Desk Manager**

### **Job Description**

- ✓ Carry out routine maintenance (cleaning, blowing, oiling, etc) on each computing equipment (System Units, Monitors, Keyboards, printers, etc) quarterly;
- ✓ Check for the functionality of networking equipment per visit to site;
- ✓ Check for functionality of UPS system per visit to site;
- ✓ Check hard disk for errors, Clear Temporal files and if necessary defragment the hard disk;
- ✓ Check and repair damaged network cables;
- ✓ Check and repair or facilitate replacement of active and passive networking equipment;
- ✓ Maintain a log of all activities;
- ✓ Produce weekly reports to the Help –Desk-Manager; and
- ✓ Assist with training of users.

### **Person Specification**

- ✓ BSc in Computer Science (Computer Servicing a major) or HND in Computer Science (Computer Technician a major);
- ✓ 5 ‘O’ levels including English Language and Mathematics;
- ✓ In depth knowledge of hardware architecture;
- ✓ Extensive exposure in ICT services environments; and
- ✓ Strong will to achieve PoZ objectives.
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

### **POST 4**

**Job Title** : **Informatics Database Administrator**

**Grade** : **6**

**Location** : **Research Department**

**Reports To** : **Director Research**

### **Job Description**

- ✓ Design, develop and customize informatics data base.
- ✓ Design forms and questionnaires for data collection.
- ✓ Carry out spatial data capturing and digitalize base maps.
- ✓ Merge spatial and attribute data.
- ✓ Train users in the use of data base
- ✓ Providing proactive and reactive research and analysis services to Parliamentary Portfolio Committees;
- ✓ Conducting research on socio-economic and political issues as they impact on Zimbabwe;

- ✓ Preparing speeches for the Presiding Officers and Senior Officials of Parliament, as required;
- ✓ Preparing well researched background papers for Members of Parliament (MPs) and Senior Staff of Parliament attending workshops, seminars and conferences;
- ✓ Assisting MPs with information pertaining to the development of their constituencies;
- ✓ Creating and updating databases including the informatics project;
- ✓ Liaising with relevant government agencies, institutions of higher learning, research institutes and other stakeholders;
- ✓ Perform any other duties as may be assigned by the Director Research from time to time.

### **Person Specification**

- ✓ An Honours degree in Geography, Mathematics, Computer Science or equivalent from a reputable institution
- ✓ 5 'O' levels including English Language and Mathematics
- ✓ In depth knowledge of database administration and research methods and statistics is mandatory
- ✓ In depth knowledge of Parliamentary Constituency Information in Zimbabwe is an added advantage
- ✓ Affiliation to Research Council of Zimbabwe or other relevant professional institutions is a distinct advantage
- ✓ A minimum of 3 year relevant experience
- ✓ Experience in Geographic Information Systems (GIS) a distinct advantage.
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

### **POST 5**

<b>Job Title</b>	<b>:</b>	<b>Principal Librarian</b>
<b>Grade</b>	<b>:</b>	<b>6</b>
<b>Location</b>	<b>:</b>	<b>Information Services Directorate</b>
<b>Reports To</b>	<b>:</b>	<b>Director – Library Services</b>

### **Job Description**

- ✓ Assisting in formulation of library policies, direction and planning of library services;
- ✓ Keeping annotated statute law and subsidiary legislation;
- ✓ Maintaining CDS/ISIS database on books, newspaper articles and indexes to law reports, Government gazettes etc;
- ✓ Maintaining exchange agreements of library with local and international organizations;

- ✓ Maintaining contacts with subscription agents, booksellers and Publishers;
- ✓ Recommending books and other materials to be acquired and compiling the quarterly acquisition list;
- ✓ Considering applications for use of the library;
- ✓ Supervising, accessioning and processing of library materials;
- ✓ Assisting in the assessment of performance of staff as well as assisting in identification of training programmes;
  - ✓ Advising readers seeking information;
  - ✓ Delivering lectures on Information Literacy Skills to enable Members of Parliament to carry out research on subjects of interest;
- ✓ Ensuring that Members of Parliament and staff can easily retrieve journals articles and topical materials by maintaining and developing library database;
- ✓ Performing any other duties as may be assigned by superiors from time to time and deputize for head when required;

#### **Person Specification**

- ✓ Degree in Library and Information Science or a Higher National Diploma in Library and Information Science (HEXCO);
- ✓ A Master's Degree in Library and Information Science will be an added advantage;
- ✓ A minimum of 5 years relevant working experience, 3 of which should be at Senior Librarian level;
- ✓ Assertiveness and good communication skills;
- ✓ Ability to work under pressure;
- ✓ High level of integrity and professionalism;
- ✓ Highly computer literacy;
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

#### **POST 6**

**Job Title** : **Research Officer x 7**

**Grade** : **8**

**Location** : **Research Department**

**Reports To** : **Director - Research**

#### **Job Description**

- ✓ Providing proactive and reactive research and analysis services to Parliamentary Portfolio Committees;
- ✓ Conducting research on socio-economic and political issues as they impact on Zimbabwe;

- ✓ Preparing speeches for the Presiding Officers and Senior Officials of Parliament, as required;
- ✓ Preparing well researched background papers for Members of Parliament (MPs) and Senior Staff of Parliament attending workshops, seminars and conferences;
- ✓ Assisting MPs with information pertaining to the development of their constituencies;
- ✓ Creating and updating databases including the informatics project;
- ✓ Liaising with relevant government agencies, institutions of higher learning, research institutes and other stakeholders;
- ✓ Performing any other duties as may be assigned from to time by the Director of Research;

### **Person Specification**

- ✓ An Honours Degree in Economics, Rural and Urban Planning, Geography and Geographical Information Systems (GIS), Environmental Studies, Sociology, Social Work, Politics and Administration
- ✓ A Master's Degree in the afore-mentioned professional fields is an added advantage;
- ✓ Demonstrable research or policy formulation or implementation experience at university, government department or institution of similar standing;
- ✓ Advanced communication skills, verbal and written;
- ✓ Sound interpersonal and organisational skills;
- ✓ At least 2 years relevant working experience
  - ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

### **POST 7**

**Job Title** : **Clerk of Committees x 5**

**Grade** : **8**

**Location** : **Procedural Services Directorate**

**Reports To** : **Assistant Clerk**

### **Job Description**

- ✓ Provides secretarial and administrative support to Parliamentary Committees;
- ✓ Prepares briefing material for Committees;
- ✓ Organises for Committee meetings and write minutes for meetings;
- ✓ Liaises with civil society organisations and line Ministries' on Committee business;
- ✓ Organises for Committee field visits and public hearings;
- ✓ Provides procedural advices to Portfolio Committees;

- ✓ Records management for all committee information and documents;
- ✓ Researches on relevant subject matter, analyses and synthesize material for investigation in collaboration with the Research department;and
- ✓ Production of reports for committees proceedings

#### **Person Specification**

- ✓ A Social Science or Arts Degree;
- ✓ A Bachelor of Laws Degree;
- ✓ A relevant Master's Degree will be an added advantage;
- ✓ 5 'O' Levels including English Language;
- ✓ Proficiency in English and Shona or Ndebele languages;
- ✓ Sound knowledge of Parliamentary business especially the Committee System;
- ✓ Experience in manual and electronic records management;
- ✓ Computer literacy
  - ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

#### **POST 8**

**Job Title** : **External Relations Officer x 2**

**Grade** : **8**

**Location** : **External Relations Directorate**

**Reports To** : **Director – External Relations**

#### **Job Description**

- ✓ Arrange meetings and courtesy calls on the Presiding Officers, Clerk of Parliament and Members of Parliament;
- ✓ Meet and attend to Diplomats, Foreign visitors and other high profile dignitaries;
- ✓ Liaise with the Ministry of Foreign Affairs and Diplomatic Missions on various developmental and protocol issues;
- ✓ Make local and internal travel arrangements for all parliamentary delegates especially Presiding Officers, Members of Parliament and the Clerk of Parliament
- ✓ Provide protocol and hospitality services;
- ✓ Organize official functions;
- ✓ Draw up programmes for incoming delegations and provides administrative support for the visits and produce reports;
- ✓ Prepare briefs for outgoing parliamentary delegations
  - ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage



- ✓ Perform any other related duties as may be assigned by Director –External Relations from time to time;

#### **Person Specification**

- ✓ A Degree in History and International Relations, Economic History, Politics and Administration/Humanities Degree;
- ✓ Knowledge of an international language such as French, Portuguese or Swahili, is an added advantage;
- ✓ Computer literacy;
- ✓ Assertiveness and good communication skills; and
- ✓ 2 years relevant working experience
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

#### **POST 9**

**Job Title** : **Housekeepers x 4**

**Grade** : **10**

**Location** : **Human Resources Administration Directorate**

**Reports To** : **Principal Housekeeper**

#### **Job Description**

- ✓ Checking all outgoing and incoming laundry and dry cleaning;
- ✓ Recording incoming stock, stored stock and issuing out of stock of toiletries, tea provisions, maintenance material and clothing;
- ✓ Inspection of floors and signing of floor inspection form;
- ✓ Taking care of front and back chambers;
- ✓ Time-keeping of processions;
- ✓ Sourcing quotations as per Government Procurement requirements;
- ✓ Assisting in maintenance of attendance register of Members of Parliament;
- ✓ Performing any other related duties that may be assigned by superior from time to time;

#### **Person Specification**

- ✓ A Diploma or Higher National Diploma in Tourism and Hospitality Management (HEXCO);
- ✓ Diploma or Higher National Diploma in Purchasing and Supply Management (HEXCO/IAC/CIPS)
- ✓ 5 'O' Level subjects at Grade C or better including English Language and Mathematics;
- ✓ Sound communication and public relations skills;

- ✓ Good interpersonal skills;
- ✓ Sound knowledge of government procurement and maintenance procedures;
- ✓ 2 years relevant working experience
  - ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

#### **POST 10**

**Job Title** : **Drivers x 4**

**Grade** : **12**

**Location** : **Human Resources & Administration**

**Reports To:** **Transport Manager**

#### **Job Description**

- ✓ Drives Parliament of Zimbabwe fleet vehicles;
- ✓ Drives Members of Parliament (MPs) and other parliamentary delegates on official duty;
- ✓ Periodic production of mileage returns;
- ✓ Cleaning of pool vehicles;
- ✓ Cleaning of the vehicle washing bay; and
- ✓ Performing any other duties as may be assigned by Transport Manager from time to time;

#### **Person Specification**

- ✓ A clean class 2/4 driver's licence
- ✓ 5 'O' Levels including English Language;
- ✓ A valid defensive driver's certificate;
- ✓ Possession of a valid Government Authority (GA) is a distinct advantage;
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage
- ✓ At least 3 years relevant working experience

#### **POST 11**

**Job Title** : **Office Orderly x 3**

**Grade** : **13**

**Location** : **Serjeant-At-Arms Department**

**Reports To : Senior Housekeeper (Head Orderly)**

**Job Description**

- ✓ Dispatching mail to Government Departments and Non-Governmental Organisations (external mail);
- ✓ Filing of Votes and Proceedings in members pigeon holes;
- ✓ Operating recording machines in the chambers and committees;
- ✓ Preparing and serving teas during meetings and other functions;
- ✓ Cleaning Parliament stands during Zimbabwe International Trade Fair (ZITF) and Harare Agriculture Show (HAS);
- ✓ Movement of furniture and other assets within Parliament Building;
- ✓ Circulation of mail and other documents within Parliament building (internal mail); and
- ✓ Performing any other duties as may be assigned from time to time by Senior Housekeeper.

**Person Specification**

- ✓ Minimum of 5 'O' Level subjects at Grade C or better including English Language;
- ✓ Excellent interpersonal, communication and public relations skills
- ✓ A minimum of 2 years relevant working experience
- ✓ Knowledge of Quality Management System (QMS) ISO 9001:2015 will be an added advantage

In return, Parliament of Zimbabwe offers a competitive remuneration package which will be disclosed to shortlisted candidates.

Applications, together with detailed curriculum vitae, copies of certified educational and professional certificates and three contactable referees should be hand-delivered and/or sent to:

**The Clerk of Parliament  
Parliament Building  
Corner Third Street & Nelson Mandela Avenue  
P.O. Box CY 298  
Causeway  
HARARE**

**The closing date for receiving applications is 24<sup>th</sup> May 2018**