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Pharmacy Technician career

What does a pharmacy technician do?
Under pharmacist supervision, pharmacy technicians supply medicines to patients, whether on prescription or over the counter and assemble medicines for prescriptions pharmacy technicians also provide information to patients and other healthcare professionals, manage areas of medicines supply such as dispensaries, supervise other pharmacy staff, produce medicines in hospitals and the pharmaceutical industry.

Where do pharmacy technicians work?
Pharmacy technicians work in many different work environments. These include: Community pharmacies (sometimes called retail or high street pharmacy) and hospitals. Most pharmacy technicians work in community and hospital pharmacy
Pharmaceutical production or sales in the pharmaceutical industry, Prisons, primary care organisations, education and training, the military, veterinary pharmacy and pharmacy organisations

Pharmacy Technician are registered with the Ministry of Health and Child welfare. Pharmacy Technicians are in great demand worldwide and earn a high salary.



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CCTV INSALLATIONS

Zjobs Tech- 0772745755/ 0772965085



The security camera’s used by Zjobs Tech are one of the best inventions of technology. With increasing incidents of crime and other anti-social elements flocking the city, CCTV cameras can be of a great help. CCTV installation is more common in offices and shops, but recent times have seen a rise in home CCTV installations as well. Despite their popularity, people still seek advice on how to install CCTV cameras. In any case, we always recommend that you avoid a DIY job. While it is possible to set up a security camera system all by yourself but it is quite time-consuming and complicated. More importantly, you are likely to make mistakes during a CCTV installation, resulting in poor coverage, unoptimized storage, and insufficient control. Hiring professionals will eliminate these problems and you can be assured that you have the best setup possible for your needs.



Our prices
Get your valuables secured with CCTV and alarms before its too late our packages which include installation & labour are as follows:-

2 CAMERA SYSTEM PACKAGE 1
4 Channel DVR, 2 CCTV cameras, 500gb HDD storage, Power Supply
17" Screen (Refurb), Installation, Labour
PRICE: US\$420

4 CAMERA SYSTEM PACKAGE 2
4 Channel DVR, 4 CCTV cameras, 500gb HDD storage
Power Supply, 17" Screen (Refurb), Installation, Labour
PRICE: US\$550

8 CAMERA SYSTEM PACKAGE 3
8 Channel DVR, 8 CCTV cameras, 1000gb HDD storage
Power Supply, 19" Screen (Refurb), Installation, Labour
PRICE: US\$820

16 CAMERA SYSTEM PACKAGE 4
16 Channel DVR, 16 CCTV cameras, 2000gb HDD storage
Power Supply, 32" Screen, Installation, Labour
PRICE: US\$1250

Other services we offer are as follows:-
CCTV Remote Viewing
Alarm Systems
Access Control
Software

if interested please contact us on the details below and not in a group thank you:

Address 14 Lisburn road, Workington, Harare, Zimbabwe

Email zimbabwejobs263@gmail.com





Contact Us:

0733 282 009 | 0719 480 655

0773 943 287 | 0788 480 655



Package 1

2 Camera men
1 Photographer
Dressing Coverage
600 Photos (soft copy)
Main video (120 min)
Slide show
2 Portraits
Water label design

USD \$200



Package 2

2 Camera men
2 Photographers
Video invite (3 min)
Dressing Coverage
Drone Coverage
Main Video (150 min)
2 Executive Portraits
1000 Photos (Soft Copy)
Slide Show
MP4 format on Flash
20 Paged Wedding Book
100 Water labels

USD \$340



Package 3

3 Camera men
3 Photographers
Video invite
Dressing Coverage
Pre wedding photo shoot
Main Video (MP4 format on Flash)
Full Drone Coverage
Executive wedding book
200 Water labels
Table Makers
4 Executive Portraits
Canvas (90mmx60mm)
20 Paged Photo book
Memory stick with all photos
PA system full range

USD \$600



Terms and conditions apply

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Paint Master Available for any painting job Call Mr Masenda on 0773727435	Mr Phiri Specialist Builder of Mansions, Houses, Cottages, Flats Call 0775 564477 07740611127	Second hand motor spares and new Available for any car/bus/truck Call 0772246644/ 0719246644	Advertise here your business for only 500 bond per month Text adverts only
Video filming services for weddings, parties and for any event Call 0733282009	Carpentry Electrician Welding Call Me We also do Carpentry Electrician & Welding Call Me 0772530849	Advertise here your business for only 500 bond per month Text adverts only	Advertise here your business for only 500 bond per month Text adverts only
Painting Services Available for any job Call on 07727277435	Electrician Call Me 0772229554	Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only
German cars Mechanic Call Tatenda 0776394954	House Rental Agent Mr Ngwenya will get you a good house or room to rent 0776911060	Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 5 3000 bond per month Text adverts only
Japanese cars Mechanic Call Jeff 0773220542	Advertise here your business for only 500 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only
Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only	Advertise here your business for only 3000 bond per month Text adverts only

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Vacancies

PERSONAL ASSISTANT

A reputable institution of higher learning in Zimbabwe

Duties

- Acting as a first point of contact for clients, dealing with emails and phone calls by responding, passing on messages or highlighting them for their manager’s attention
- Managing social media platforms, diaries and organising meetings and appointments, often controlling access to the manager/executive
- Booking and arranging travel, transport and accommodation
- Organising events and conferences
- Reminding the managers/executives of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Implementing and maintaining procedures/administrative systems
- Liaising with staff, suppliers and clients
- Collating and filing expenses

Personal assistant skills

- Discretion and trustworthiness: you will often be party of confidential information
- Excellent oral and written communication skills
- Organisational skills and the ability to multitask
- The ability to be proactive and take the initiative
- Flexibility and adaptability
- Tact and diplomacy
- A knowledge of standard software packages and the ability to learn company-specific software if required.

Qualifications, Experience and Competencies

A Degree or Diploma in Office Administration or equivalent; Office Administration experience; Records keeping and filing skills; Good experience, Interpersonal and communication skills; Must be of high levels of integrity and confidentiality; Self-motivated and able to deal with staff at all levels with tact and courtesy.

Salary 200-300USD plus incentives

To apply

Interested and qualified individuals should submit application letters with detailed Curriculum Vitae and certified copies of certificates to zimbabwejobs263@gmail.com the recruitment partner Zimbabwejobs , state the position in the email subject area
Deadline 14 November 2022

Digital Marketing Officer- Reception

A reputable institution of higher learning in Zimbabwe

Duties

- Responsible for maintaining the organisations brand’s online presence and sales by working on various marketing campaigns. Their duties include researching, strategizing with other professionals and creating content for successful campaigns.
- Responsibilities
- Plan and execute all digital marketing, including, marketing database, email, social media and display advertising campaigns
- Design, build and maintain our social media presence
- Measure and report performance of all digital marketing campaigns, and assess against goals (ROI and KPIs)
- Identify trends and insights, and optimize spend and performance based on the insights
- Brainstorm new and creative growth strategies
- Plan, execute, and measure experiments and conversion tests
- Collaborate with internal teams to create landing pages and optimize user experience
- Utilize strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points
- Instrument conversion points and optimize user funnels
- Collaborate with agencies and other vendor partners
- Evaluate emerging technologies. Provide thought leadership and perspective for adoption where appropriate

Requirements and skills

- Marketing degree/diploma in marketing or a related field
- Good experience
- Proven working experience in digital marketing
- Demonstrable experience leading and managing a marketing database, email, social media and/or display advertising campaigns
- Highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform and motivate
- Experience in optimizing landing pages and user funnels
- Solid knowledge of website analytics tools (e.g., Google Analytics,)
- Experience in setting up and optimizing Google Adwords campaigns
- Working knowledge of HTML, CSS, and JavaScript development and constraints an advantage
- Strong analytical skills and data-driven thinking
- Up-to-date with the latest trends and best practices in online marketing and measurement

Salary 200-300USD plus incentives

To apply

Interested and qualified individuals should submit application letters with detailed Curriculum Vitae and certified copies of certificates to zimbabwejobs263@gmail.com the recruitment partner Zimbabwejobs, state the position in the email subject area
Deadline 14 November 2022

MARKETING OFFICERS- 2 POSITIONS

A reputable institution of higher learning in Zimbabwe

We are searching for a marketing officer with a knack for communicating and a flair for strategizing and implementing marketing campaigns. The Marketing officers are required to contribute to existing marketing, branding and advertising plans, while assisting with the development of fresh initiatives in line with the organisation educational programs and goals. The ideal candidates should be equipped with a relevant qualification and extensive experience in a wide range of marketing functions such as communications, digital marketing, advertising, branding, and social media. To ensure success the marketing officers must be organized, able to withstand the pressures of handling varied tasks at the same time, meeting corporate clients and meeting deadlines.

Marketing Officer Responsibilities:

- Managing and developing marketing campaigns in the corporate world
- Building a new database of existing clients and new upcoming clients
- Researching and analysing data to identify and define audiences.
- Conducting promotional activities.
- Organizing and distributing financial and statistical information.
- Overseeing campaigns on social media.
- Evaluating the effectiveness of campaigns.
- Reporting on trends and statistics across all digital media platforms.

Requirements:

- Bachelor’s degree in marketing, communications or related.
- Good experience
- Drivers licence
- Proven work experience in marketing.
- Excellent interpersonal skills.
- Solid knowledge of market research techniques.
- Thorough knowledge of social media and web analytics.
- Solid understanding of research techniques.

Salary 200-300USD plus incentives

To apply

Interested and qualified individuals should submit application letters with detailed Curriculum Vitae and certified copies of certificates to zimbabwejobs263@gmail.com the recruitment partner Zimbabwejobs, state the position in the email subject area
Deadline 14 November 2022

EMPLOYMENT OPPORTUNITIES

An exciting opportunity has risen, a reputable manufacturing company requires individuals who are hardworking and able to work well under pressure, with minimal supervision.

1. Security guard: Gweru *2

Requirements :

5 O’levels and or a certificate in security services 2 years work experience , traceable references. Male and female candidates are encouraged to apply.

2. Marketing and Sales graduate trainee

Requirements

A graduate from a reputable university or college who studied marketing/chemistry/ any other relevant business degrees. Having a driver’s license will be an added advantage.

3. Driver: Class 2 and Class 1

Requirements

Should have at least 5 years working experience and traceable references.

All applications to be in by 18 November 2022 any applications submitted after this date will not considered.

Contact: jmktradingrecruitment@gmail.com call: 0542220463

Required is a Managing Director to lead the value and growth strategy of a registered Microinsurance company. The Managing Director shall be responsible to the board for the day to day running of the Microinsurance company.

Duties And Responsibilities

- 1.1. Strategy Development and Execution
- 1.2. Business Development
- 1.3. Financial Management and Control
- 1.4. Governance, Compliance and Enterprise Risk Management
- 1.5. Stakeholder Management
- 1.6. Staff Leadership and Development
- 1.7. Optimising Systems, Structures and Resources to Create Value

Qualifications And Experience

- 2. Key qualifications, experience & competencies
 - 2.1. Qualification in insurance, or any other relevant qualification;
 - 2.2. 10+ years’ proven experience in a senior managerial capacity in the insurance sector;
 - 2.3. Superior understanding of insurance business and regulatory framework;
 - 2.4. Ability to visualise a future for the business and develop strategies to realise that future;
 - 2.5. Decisive and strategic thinker
 - 2.6. Excellent leadership

How To Apply

microinsurer@gmail.com

Nov. 16, 2022

Technical Sales officer

Cube Solutions is looking for a Technical Sales officer

Duties And Responsibilities

Technical Sales officer roles and duties

- 1. SAP Business One Back end Support.
- 2. Configuration of SAP Business one and VMware.
- 3. Conduct regular service and maintenance of all IT equipment
- 4. Management of company social media accounts.
- 5. Troubleshooting and repair of hardware and Software systems.
- 6. Help desk and online systems support.
- 7. Marketing of company products and services on social media platforms.
- 8. Pitch company products to potential clients.
- 9. Negotiating all contracts with prospective clients.
- 10. Helping determine pricing schedules for quotes, promotions and negotiations.
- 11. Preparing weekly and monthly reports.
- 12. Visiting clients and potential clients to evaluate needs or promote products and services.
- 13. Organize and attend marketing activities or events to raise brand awareness.
- 14. Plan advertising and promotional campaigns for products or services on a variety of media.
- 15. Customer relationship management.
- 16. Selling company products and services.
- 17. Carrying out market research to identify opportunities for promotion and growth.
- 18. Drafting and processing on Tenders.
- 19. Ability to build strong professional relationships with a range of stakeholders.
- 20. Maintain polite and professional communication via phone and email.
- 21. And any other duties as maybe assigned.

Qualifications And Experience

Qualifications and Experience

- 1. Bachelor`s degree/ Diploma in Information Systems, Information Technology, Computer science, Marketing or related fields.
- 2. Proficient in Microsoft Office applications such as Excel, Word, Outlook and Power point.
- 3. Attention to detail and ability to organize paperwork in a methodical way.
- 4. Discreet, detail and client-oriented, patient and willing to learn new things.

Languages

- 1. Proficiency in written and spoken English Required Competencies

Values

- 1. Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- 2. Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- 3. Professionalism: demonstrates ability to work in a composed, competent, and committed manner and exercises

- careful judgment in meeting day-to-day challenges.
4. Core Competencies: behavioural.
5. Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
6. Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
7. Managing and sharing knowledge: continuously seeks to learn, share knowledge, and innovate.
8. Accountability: takes ownership of achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
9. Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.
10. In depth knowledge of how to market and sell ICT products such as Desktops, laptops, printers and Servers is an added advantage.
11. Knowledge of VMware, SAP Business One, Zoho one, and Email hosting is an added advantage
- How To Apply

Interested candidates should email cvs to humanresource@cube.co.zw Subject Technical Sales officer before 18 November 2022.

Post is open to female candidates only

Graduate Traineeship Programme-Zimbabwe Manpower Development Fund (ZIMDEF)
The Zimbabwe Manpower Development Fund (ZIMDEF) is offering exciting graduate trainee opportunities for dedicated and purpose driven young Zimbabweans to fill the following learnership position:
Field : Administration
Station : Harare & Bulawayo
QUALIFICATIONS REQUIREMENTS
Interested candidates should meet the following requirements:
Must be aged 26 years or below
A relevant Degree with at least an upper second (2.1) class
Excellent oral written communication skills.
Ability to grasp concepts quickly.

Job Application Details TO APPLY Interested candidates meeting the above requirements should submit their applications with a detailed CV and certified copies of qualifications (degree and advanced level a must) not later than 21 November 2022. The Human Capital Development Manager Zimbabwe Manpower Development Fund, 18572 Off Mother Patrick Avenue Rotten Row P Bag CY 7739 Causeway Harare or records@zimdef.co.zw Applicants must indicate their desired area/field of deployment as well as work station. NB: Only short-listed candidates will be advised.

Graduate Trainee - Accounting
We are looking for a recent Graduate who is a holder of an Accounting Degree from a recognized university to join our organization as a trainee
Duties And Responsibilities

- ♣ Prepare monthly creditors reconciliation statements
- ♣ Petty Cash Management
- ♣ Bank reconciliations
- ♣ Reconciliation of General Ledger Accounts
- ♣ Ensure proper filing and record management
- ♣ Travelling to project sites for payments

Qualifications And Experience

Degree in Accounting
How To Apply

Send CV's to acctrainee2022@gmail.com
Nov. 16, 2022

Graduate Traineeship Programme(Internal Audit)-Zimbabwe Manpower Development Fund (ZIMDEF)

<p>The Zimbabwe Manpower Development Fund (ZIMDEF) is offering exciting graduate trainee opportunities for dedicated and purpose driven young Zimbabweans to fill the following learnership position:</p> <p>Field : Internal Audit</p> <p>Station : Harare</p> <p>QUALIFICATIONS REQUIREMENTS</p> <p>Interested candidates should meet the following requirements:</p> <p>Must be aged 26 years or below</p> <p>A relevant Degree with at least an upper second (2.1) class</p> <p>Excellent oral written communication skills.</p> <p>Ability to grasp concepts quickly.</p> <p>Job Application Details TO APPLY Interested candidates meeting the above requirements should submit their applications with a detailed CV and certified copies of qualifications (degree and advanced level a must) not later than 21 November 2022. The Human Capital Development Manager Zimbabwe Manpower Development Fund, 18572 Off Mother Patrick Avenue Rotten Row P Bag CY 7739 Causeway Harare or records@zimdef.co.zw Applicants must indicate their desired area/field of deployment as well as work station. NB: Only short-listed candidates will be advised.</p> <hr/> <p>Information Technology Lecturer – Gweru Polytechnic</p> <p>Gweru Polytechnic is inviting applications from suitably qualified and experienced candidates for the above-mentioned post which has risen at Gweru Polytechnic.</p> <p>Duties and Responsibilities</p> <p>Job Related</p> <p>Qualifications and Experience</p> <p>Degree in Computer Science / Information Systems or Equivalent.</p> <p>A teaching qualification and a relevant experience will be an added advantage.</p> <p>Job Application Details How to Apply Applications, accompanied by a detailed curriculum vitae (CV), certified copies of birth certificate, national identity (ID) document, academic and professional qualifications, should be submitted on or before 25 November, 2022 by 1645hours. The applications should be addressed to: The Principal Gweru Polytechnic Box 137 Gweru NB: Only shortlisted candidates will be contacted for the interviews. Former civil servants must attach a copy of clearance letter.</p> <hr/> <p>Graduate Trainee Programme – CMED Private Limited</p> <p>Applications are invited from suitably qualified young graduates to undergo a two-year Graduate Trainee Programme at CMED Private Limited in the following fields:-</p> <p>a) Human Resource and Administration (x 1) A Bachelor’s degree in Human Resource Management/Psychology /Business studies</p> <p>b) Finance (x 1) A Bachelor’s degree in Accounting/ Business Studies</p> <p>c) Transport and Equipment Business Unit (x 1) A Bachelor’s degree in Mechanical/Automotive Engineering</p> <p>d) Business Development & Marketing (x 1) A Bachelor’s degree in Marketing</p> <p>e) Internal Audit (x1) A Bachelor’s degree in Accountancy, Internal Audit, I.T or Computer Sciences</p> <p>Other</p> <ul style="list-style-type: none">• At least upper Second Class pass• Below 25 years• Studies towards a professional qualification is a distinct advantage• Class four (4) driver’s licence is an added advantage <p>Skills & Attributes/ Competencies</p> <p>Ethics & Integrity</p> <p>Excellent communication skills</p> <p>Computer literacy</p> <p>Critical Thinking as well as ability to pay attention to detail</p> <p>Flexible and ability to learn fast</p> <p>Job Application Details How To Apply Interested applicants should submit their applications together with their detailed curriculum vitae and certified copies of qualifications clearly headed “Graduate Trainee” and specifying area of interest to: The Human Resource & Administration Executive CMED Private Limited Cnr. H. Chitepo/R. Tangwena P Bag 7719, HARARE Or email to recruitment@cmed.co.zw not later than 18 November 2022</p>
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District Environmental Officer (x2) – Environmental Management Agency (EMA)

Applications are invited from qualified candidates to fill the above-mentioned posts that have arisen within the Environmental Management Agency (EMA) – an equal opportunity employer.

Reporting to the Provincial Environmental Manager, the job holder will be responsible for enforcing environmental laws and ensuring the achievement of the Agency’s objectives and carrying out key decisions on all environmental issues at district level.

Duties and Responsibilities

Building capacities of Local Authorities in environmental management through training of traditional leaders, RDC environment committees and sub committees and making sure that they are aware of their obligations as provided for by the statutes.

Identifying business opportunities and initiatives at district level that contribute to EMA’s financial sustainability.

Spearheading the identification, planning, implementation, monitoring and evaluation of community based environmental conservation projects in the district.

Carrying out targeted environmental education and awareness programmes in the district in order to build a culture of environmental consciousness and conservation.

Conducting environmental resource inventories and assessing potential for conservation and management.

Maintaining a district environmental information database for easy retrieval on ongoing activities.

Producing environmental plans in resettlement and communal areas to be used as basis for environmental management.

Supervising and monitoring of all developments in the district and ensuring that those that are prescribed do not proceed without EIA approval.

Ensuring timeous licence processing.

Controlling and monitoring environmental pollution.

Managing water effluent and hazardous substances.

Managing veld fires, wetland utilization and sand abstraction sites.

Handling grievances and disciplinary matters at district level up to the stage of formal written warning.

Preparing district budgets and work plans.

Managing assets at district level by maintaining an updated asset register.

Qualifications and Experience

A minimum qualification of a first degree in Natural Resources Management, Environmental Sciences or any other related degree from a recognized tertiary institution.

At least one year working experience in an environmental-related field.

Sound knowledge of approaches and tools for sustainable environmental management.

Job Application Details How to Apply Interested candidates should submit applications with detailed Curriculum Vitae and certified copies of certificates not later than 22 November 2022 to: The Human Resources Manager Environmental Management Agency 685/6 Corner Lorraine/ Faber, Bluffhill Box CY 385 Causeway HARARE NB: Please note that communication will be made to shortlisted candidates only.

Attaché Loans Officer (Chivhu Branch) -Symdunes Financial Services

The Attaché Loan officer will evaluate, authorize approval or deny loan applications for people or for business, act as liaison between customers and our financial institution and help qualified applicants acquire loans in a timely manner. The Attaché Loans Officer will report to the Senior Loans Officer.

Duties And Responsibilities

- Assist to evaluate credit worthiness by processing loan applications and documentation within specified limits
- Assist to interview applicants to determine financial eligibility and feasibility of granting loans
- Determine all applicable rations and metrics and set up debt payment plans
- Communicate with clients either to request or to provide information
- Justify decisions (approvals/rejections) and report on them
- Complete loan contracts and provide guidance to clients on policies and restrictions
- Update job knowledge on types of loans and other financial services
- Maintain and update account records
- Assess customer needs, explore all options and introduce different types of loans
- Develop referral networks, suggest alternate channels and cross-sell products and services to accomplish quotas
- Go the “extra mile” to build trust relationships, customer loyalty and satisfaction throughout the underwriting process
- Operate in compliance with laws and regulations and adhere to lending compliance guidelines
- Maintaining a clean working environment

<ul style="list-style-type: none"> • Processing of all loans in the system • Any other duties as may be assigned by the Loans Officer. <p>Qualifications And Experience Must be studying towards a Bachelors’ degree/diploma in Banking and Finance (Only Banking and Finance students will be considered) Students with accommodation in Chivhu are encouraged to apply</p> <p>Job Application Details How To Apply Applicants to send CVs and relevant college papers to cvsymdunes@gmail.com</p> <hr/> <p>Graduate Traineeship Programme(Finance and Revenue Collection)-Zimbabwe Manpower Development Fund (ZIMDEF) The Zimbabwe Manpower Development Fund (ZIMDEF) is offering exciting graduate trainee opportunities for dedicated and purpose driven young Zimbabweans to fill the following learnership position: Field : Finance and Revenue Collection Station : Harare, Bulawayo, Gweru & Mutare QUALIFICATIONS REQUIREMENTS Interested candidates should meet the following requirements: Must be aged 26 years or below A relevant Degree with at least an upper second (2.1) class Excellent oral written communication skills. Ability to grasp concepts quickly.</p> <p>Job Application Details TO APPLY Interested candidates meeting the above requirements should submit their applications with a detailed CV and certified copies of qualifications (degree and advanced level a must) not later than 21 November 2022. The Human Capital Development Manager Zimbabwe Manpower Development Fund, 18572 Off Mother Patrick Avenue Rotten Row P Bag CY 7739 Causeway Harare or records@zimdef.co.zw Applicants must indicate their desired area/field of deployment as well as work station. NB: Only short-listed candidates will be advised.</p> <hr/> <p>Accountant – Zimbabwe Manpower Development Fund (ZIMDEF) Applications are invited from suitably qualified persons to fill the above-mentioned vacant position that has arisen within the Zimbabwe Manpower Development Fund (ZIMDEF) -an equal opportunity employer. The candidate will be based at Gweru Regional Office</p> <p>Duties and Responsibilities Prepares regional financial accounts in accordance with standing standards and procedures Checks all regional expenditure payments and recommends approval Ensures that all captured transactions are correctly classified in the system Monitors regional expenditure in line with the approved budget Manages the branch’s cash flow on a daily basis Liaises with banks on queries relating to bank statements and any other related matters Maintains all relevant financial records for the region Supervises and provides guidance to staff in the section Produces routine and ad-hoc financial reports for the region</p> <p>Qualifications and Experience Degree in Accounting or Finance or equivalent Professional qualification (CIS,ACCA, LIMA, etc.) an added advantage At least 3 years’ working experience in a related field Good knowledge of SAP a must Demonstrated excellent organizational, coordinating, and personal interface skills Clean class 4 Drivers licence is a must</p> <p>Job Application Details Job Application Details Eligible candidates are invited to submit their applications, together with detailed Curriculum Vitae indicating names of three contactable referees including certified copies not later than 21 November 2022 to: The Human Capital Development Manager, Zimbabwe Manpower Development Fund, 18572 Off Mother Patrick Avenue, Rotten Row, P. Bag CY7739, Causeway, Harare NB: Only short-listed candidates will be advised</p> <hr/> <p>Network Planning Manager – Powertel Communications (Pvt) Limited The job exists to effectively dimension and configure the capacity requirements of the Network system in order to achieve a cost effective and optimal network design. In addition, the job is responsible for the performance and quality of the access network.</p>
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Duties and Responsibilities

To provide input into the Company’s technical strategic business plan.
To ensure a seamless network systems design that support business requirements.
Supports project implementation plans for integrating new network elements
Ensures proper and accurate forecasting of requirements for systems dimension equipment.
Ensures execution of network quality measurements.
Analysis of traffic distribution patterns in the network.
Recommends tools and applications which can be seamlessly integrated with current product portfolio.
To help drive the development of a culture of innovation and continuous improvement.
Responsible for employee mentoring and coaching as well as motivation.
Delegates work, sets performance targets and conducts performance appraisals for all staff under own control.
Manages staff discipline, resolves grievances and resolves disputes/conflicts in an objective, ethical and professional manner through administering the Code of Conduct and Grievance Procedure.
Any other duties as may be assigned by the Technical Director.

Qualifications and Experience
Degree in Electrical Engineering/Electronic Engineering or recognized equivalent technical degree.
A relevant postgraduate degree such as M.Sc/MBA/MBL or equivalent.
Valid membership of a recognized professional institution e.g Engineering Council of Zimbabwe.
Knowledge of current telecommunications technologies
8 years relevant experience of which 5 years should be at senior level.
Strong Leadership skills
Excellent communication and presentation skills
Good planning and organising skills
Innovativeness

Job Application Details How to Apply Interested and suitably qualified candidates should send clearly labelled applications indicating position applied for. All applications must include certified copies of academic and 'professional certificates accompanied by a detailed curriculum vitae to be submitted not later than 21 November 2022 addressed to: The Human Resources Manager (A) Powertel Communications (Pvt) Limited 16 Birmingham Road Southerton P.O Box 7600 Harare OR Email: managementvacancies@powertel.co.zw Kindly, note, it is not company policy for any prospective job applicants to pay the organization or any of its employees any fee towards the recruitment process.

Monitoring And Evaluation Officer X 1 Fixed Term: 12 months with opportunity to extend
The Monitoring and Evaluation Officer (M&E Officer) will be providing support in monitoring and evaluating several projects relating to natural resource governance in Zimbabwe. The successful candidate will be responsible for overall M&E and learning needs of current projects and will be tasked with collection of data which measure performance. The incumbent will also create an M&E framework for the organization that will be used to measure performance of current and future projects. S/he will share lessons learnt with the implementing teams so as to improve performance as well as to ensure projects are completed timeously.

Duties And Responsibilities

Key Responsibilities
To play an oversight for regular data collection from all projects and ensure quality of the data by random verifications and validations
To ensure M& E data is stored safely, orderly and professionally and ready for use when required
To advise the Programs Manager on implementation gaps identified through data gathering and analysis
Monitor all project activities, expenditures and progress towards achieving the project output
To record, manage and preserve monitoring and evaluation data in a safe and accessible
Participate in all projects’ planning meetings and offer technical advise on how to ensure projects stay on track

Develop a comprehensive understanding of all the projects, budgets and timelines
Support programs team in compiling reports, with special focus on linking activities to project goal, objectives and expected outcomes

Qualifications And Experience

Qualifications
At least a diploma in Monitoring and Evaluation and minimum 5 years experience in an organization that does human rights/ social justice/ developmental work, with some focus on empowering grassroots communities to exercise their own agency in demanding their rights. In addition the successful candidate must have the following

<p>attributes:</p> <p>Good communication skills (both written and oral) and ability to effectively engage rural community members, taking into consideration various cultural contexts</p> <p>Ability to design a clear M&E framework</p> <p>Proven ability to monitor and evaluate projects and produce compelling, informative M&E reports.</p> <p>Proven social media skills</p> <p>Clean Class 4 Drivers Licence</p> <p>Ability to speak both Ndebele and Shona an added advantage</p> <p>How To Apply</p> <p>How to Apply</p> <p>For both positions, interested candidates to submit application letter and CV to csoapplications20@gmail.com no later than Thursday 17 November 2022</p> <p>Successful candidates expected to start as soon as possible</p>
<p>Communications And Advocacy Officer X 1: Fixed Term: 12 months with opportunity to extend.</p> <p>The Communications and Advocacy Officer will be responsible for taking the lead in developing the organizations’ communication strategy and its execution, including engagement with the media, government ministries and departments, extractive industries, communities impacted by extractive industries and other stakeholders. The successful candidate will be responsible for the following duties:</p> <p>Duties And Responsibilities</p> <p>Develops and cultivates strategic partnerships with key stakeholders and constituencies for effective, impactful and timely communications on developments in the extractive sector in Zimbabwe.</p> <p>Communicates institutional views on relevant subjects in consultation with the Programs Manager and the Executive Director</p> <p>Manages the organization’s website, social media and participates in content creation</p> <p>Compiles and edits articles and stories for social media and website</p> <p>Develops advocacy toolkits</p> <p>Prepares position papers, petitions, policy briefs in partnership with the Programs Manager</p> <p>Liaises with Media on behalf of the organization and identifies opportunities for media advocacy</p> <p>Produces press releases, supplements and newsletters for the organization</p> <p>Design and develops promotional materials (IEC) for visibility and awareness campaigns</p> <p>Qualifications And Experience</p> <p>Qualifications</p> <p>At least a diploma in journalism, media studies, communications or related field.</p> <p>Computer skills in Microsoft Word, Excel, PowerPoint etc</p> <p>Video editing, documentary and film making</p> <p>Website management</p> <p>Experience in managing social media sites</p> <p>Branding skills</p> <p>A clean class 4 Drivers License</p> <p>Ability to speak both Ndebele and Shona an added advantage</p> <p>Competencies</p> <p>Knowledge about the extractive industries and their impacts on communities, ecology and climate change</p> <p>Knowledge on current debates on post extractivism, just transition and adaptation and loss & damage</p> <p>Ability to design, implement and sustain a campaign</p> <p>Ability to simplify and summarize reports into consumable versions</p> <p>Ability to develop quality graphics, posters and related IEC material</p> <p>Ability to manage a website</p> <p>Ability to take good photos and record quality videos and edit</p> <p>Demonstrate in-depth knowledge of communication concepts, tools and techniques and ability to transmit information effectively</p> <p>How To Apply</p> <p>How to Apply</p> <p>For both positions, interested candidates to submit application letter and CV to csoapplications20@gmail.com no later than Thursday 17 November 2022</p> <p>Successful candidates expected to start as soon as possible</p>
<p>Sales assistant :</p> <p>A fantastic opportunity has arisen for a proactive and charismatic part time sales assistant to join our team, working Saturdays (9am to 3pm) and ad-hoc shifts as required.</p> <p>Duties And Responsibilities</p>

**Job Related
Qualifications And Experience**

Desired Experience & Qualification

- Exceptional customer service with passion for all things cosmetics & skincare
- Energetic and able to handle receiving, unpacking and shop arrangement of new stock
- Attention to detail skills required in arranging and labelling merchandise in the display shelves in the shop
- Able to process customer payments at checkout points
- Day End Reporting skills
- Experience in the Sales environment is an added advantage

How To Apply

Application and detailed CV should be sent to the email below no later than 17 Nov 2022. Only shortlisted candidates will be contacted.

Email: scentedbeautyzw@gmail.com Shop Location: Scented Beauty, 49 Cork Road, Avondale.

Package & Remuneration: Market-related and experience dependent.

General Practitioner

Wanted: General Practitioner with OPC for a locum/Practitioner.

Duties And Responsibilities

In charge for a Harare peri-urban medical facility under expansion to eventually have an onsite theatre, xray centre and pharmacy.

Qualifications And Experience

OPC for a locum/Practitioner.

How To Apply

Send an expression of interest and cv to:lingiwendhlovu@gmail.com

Dec. 12, 2022

Provincial Technical Officer (1 Post) HIV Prevention, Care, Treatment and Support

The Provincial Technical Officer provides technical and programmatic support to implement all activities across the HIV continuum of care encompassing HIV prevention care and treatment support. The position will support implementation of high yield targeted HIV case finding strategies and EID, linkage to ART and other HIV prevention strategies. It also supports continuity on ART, adherence and retention among PLHIV on ART and strategies to improve viral load coverage and suppression like DSD enrolment, transition to optimized ART regimens, manage supply chain of medicines and commodities. The PTO will also ensure the scale up of TB/HIV collaborative activities and preventive strategies such as TB preventive therapy (TPT), PrEP, PMTCT and cervical cancer screening and treatment of pre-cancerous lesions. The provincial technical officer is a mentor in Quality Improvement and plays a pivotal role in ensuring implementation of QI initiatives at all supported sites in her/his districts. The position also supports data management, from mentorship of sites on monitoring and evaluation to final reporting of quality program data.

Duties And Responsibilities

Coordination, implementation, monitoring and scale-up of strategies to achieve the 95,95,95 targets for supported sites including supporting local demand creation activities for the HIV Prevention Care and Treatment Support services; Analyse HIV care and treatment support cascades, identify gaps and to come up with strategies to close identified gaps; Support treatment support activities for adults, children, adolescents, and young people (mental health screening, IPV and GBV screening, Zvandiri model, ATZ model etc); Support and organize HPCTS program trainings for health care workers in collaboration with district and provincial health authorities; Provide mentorship and coaching in Quality Improvement and play a pivotal role in ensuring implementation of QI initiatives at all supported sites in the province; Plan activities and manage program resources ensuring timeous submission of required paperwork for procurement and travel according to ZACH policies and guidelines; Ensure expenditure at provincial level is carried out in compliance with organizational finance and operational policy documents and guidelines; Develop work schedules and performance enhancement interventions; Supervise and manage day to day work schedules for subordinate staff and manage performance of subordinates; Support correct documentation in all relevant program registers and e-HR utilization; Facilitate the efficient and accurate reporting of program activities ensuring quantitative and qualitative reporting; Work with SIE team to ensure all program related data is collected, validated, reported accurately and timeously to inform, and guide evidence - based planning and implementation; Support routine data collection, weekly, monthly timely reporting and attend to any ad-hoc programmatic and data requests. Ensure documentation of key program achievements and challenges timeously; Represent the organisation at relevant district, provincial and national forums; Keep abreast with latest guidelines and SOPs and mentor subordinates on these; Conduct regular site support and mentorship visits to supported sites to identify achievements and gaps and mentor/ offer technical assistance on any identified gaps; Work hand in hand with site staff, community health workers, community leaders, pharmacy and

laboratory staff to ensure availability of commodities at all supported sites; Ensure good stakeholder engagement, working closely with MOHCC Provincial, District and site level teams, NAC, relevant government departments, Partners and NGOs; Attend to other duties assigned by the supervisor.

Qualifications And Experience

Required qualifications

- **Diploma/Degree: Nursing Sciences or Public Health**
- **Post graduate qualification in Community Health Sciences or Public Health required.**
- **3 years or more of progressive experience in management in a public health setting in Zimbabwe is required.**
- **Strong understanding of Health Care Service delivery in Zimbabwe.**
- **Prior experience working in HIV/AIDS Management/Control programmes/Community is preferred.**
- **Proficiency in Microsoft packages required**
- **Previous M&E experience are added advantage**
- **Able to work with diverse community groups and marginalized populations at risk for HIV/AIDS, without prejudice or judgment.**
- **Ability to plan and coordinate activities in line with the budget and workplan.**

- **Strong English writing & communication skills and report writing skills required**
- **Experience in working with government and NGO/FBO/CBO sectors.**
- **Good standing with the community being served**

Key Result Areas/ZACH Competencies

- **Producing Results through measuring progress in attaining the 95, 95, 95 targets**
- **Moving forward in a changing environment**
- **Fostering integration and teamwork**
- **Knowing and managing self**
- **Communicating in a credible and effective way**
- **Mature and professional**

How To Apply

Interested candidates to submit certified copies of academic and professional certificates, National Identity card/certificate, CV and a motivational letter addressed to:

- **E-mail Address: jobs@zach.org.zw**

Web Designer

Relevant Professional Qualifications plus hands on experience are mandatory

How To Apply

Send your CV with Subject Web Designer to tinkat.zw@gmail.com

We are a fast growing company which provide services in the Printing Industry, Web development Sector and Corporate Branding Industry. In Short We Design | We Develop | We Print | We Brand.

Nov. 18, 2022

Attaché Loans Officer (Chivhu Branch)

The Attaché Loan officer will evaluate, authorize approval or deny loan applications for people or for business, act as liaison between customers and our financial institution and help qualified applicants acquire loans in a timely manner. The Attaché Loans Officer will report to the Senior Loans Officer.

Duties And Responsibilities

- **Assist to evaluate credit worthiness by processing loan applications and documentation within specified limits**
- **Assist to interview applicants to determine financial eligibility and feasibility of granting loans**
- **Determine all applicable rations and metrics and set up debt payment plans**
- **Communicate with clients either to request or to provide information**
- **Justify decisions (approvals/rejections) and report on them**
- **Complete loan contracts and provide guidance to clients on policies and restrictions**
- **Update job knowledge on types of loans and other financial services**
- **Maintain and update account records**
- **Assess customer needs, explore all options and introduce different types of loans**
- **Develop referral networks, suggest alternate channels and cross-sell products and services to accomplish quotas**
- **Go the “extra mile” to build trust relationships, customer loyalty and satisfaction throughout the underwriting process**
- **Operate in compliance with laws and regulations and adhere to lending compliance guidelines**
- **Maintaining a clean working environment**

- Processing of all loans in the system
- Any other duties as may be assigned by the Loans Officer.

Qualifications And Experience

Must be studying towards a Bachelors’ degree/diploma in Banking and Finance (Only Banking and Finance students will be considered)

Students with accommodation in Chivhu are encouraged to apply

How To Apply

Applicants to send CVs and relevant college papers to cvsymdunes@gmail.com

Nov. 25, 2022

Treatment Support Services Coordinator (1 Post) – HIV Prevention, Care, Treatment Support and Faith Community Initiative (HPCTS-FCI)

Program Summary:

The HIV Prevention Care Treatment Services project increases the availability and quality of care and treatment services for people living with HIV (PLHIV) by complimenting the Ministry of Health and Child Care’s (MOHCC) efforts towards HIV epidemic control in Zimbabwe. The project provides technical assistance to the management, coordination and provision of comprehensive HIV clinical care and treatment services within the national HIV program. The technical assistance spans across all MOHCC and PERFAR HIV priority technical areas.

Position Summary

Provides technical support to the project to implement high quality integrated HIV care and treatment services and activities across all project sites with special focus on treatment support services towards achievement of the 95,95,95 targets. Develop and maintain strategies to support targeted HIV case finding, linkage to ART and prevention services, high levels of adherence and retention in care among PLHIV including children, adolescents, and young people.

Duties And Responsibilities

Contribute to the development of guidelines, tools and recommendations related to the implementation and evaluation of HIV treatment support services at provincial and district level; Coordinate provision of technical support for targeted HIV case-finding through support for safe and ethical index contact testing and other high yield strategies; Coordinate delivery of high-quality psycho-social support services through counselling, mental health screening and referral services; Support strategies and strengthen systems for improved linkages and retention in care and treatment services including establishment of linkages with OVC partners at provincial and district levels; Support Zvandiri CATS, YMM programme in the selected districts and other care and treatment support models for PLHIV like support groups; Coordinate GBV including linkages to services delivery models for GBV survivors, community-based referrals, coordinated multi-sectoral referrals and one stop centres; Support relevant community-based activities such as community dialogues; Coordinate capacity building on different program areas and interventions like LIVES, Mental Health screening, Adolescents Triple Zero (ATZ) model etc; Conduct planning, periodic reviews, ensure appropriate programmatic monitoring, accurate programmatic reporting and evaluation of treatment support services including reporting; Compile weekly, monthly, quarterly, annual and any ad-hoc reports and requests for the treatment support services unit; Work closely with provincial, district and site level and MOHCC structures in all HIV prevention, care and treatment support activities; Undertake monitoring visits to project sites as necessary; Support implementation of QA/QI strategies to improve treatment support services; Contributes to development of lessons learned from the project and other relevant projects that are related to HIV treatment support and apply these lessons to modify and improve the project; Represent ZACH at international, national, provincial and district forums; Perform other duties as assigned.

Qualifications And Experience

Knowledge, Skills & Attributes:

Excellent team player

Knowledge of child policies, patients’ rights, child safeguarding

Qualifications and Requirements

- Bachelor’s degree in social work, social science or related field preferred
- Post Graduate Qualification in Community Sciences, Master’s in Public Health or related field is an added advantage
- Experience in adolescents’ HIV/AIDS programming and treatment support models is an added advantage
- Previous experience in a clinical environment is highly desirable
- Understanding of Health Care Service delivery in Zimbabwe
- Understanding of the faith, traditional and religious communities in Zimbabwe
- Understanding of health facility HIV/AIDS data collection tools: screening tools, registers, clients’ files, and other site level documents

How To Apply

Interested candidates to submit certified copies of academic and professional certificates, National Identity card/certificate, CV and a motivational letter addressed to:

→ E-mail Address: jobs@zach.org.zw

Vacancy: Integrated Water Resource Management (IWRM)/Land Use Planning (LUP) Officer

Application Deadline: 18 November 2022

Position Summary

The Integrated Water Resource Management/Land Use Planning (IWRM/LUP) Specialist will provide technical support for the adoption and implementation of integrated water resource management (IWRM) and land use plans that support the establishment of community wildlife conservancies in both the Southeast Lowveld (SEL) and Mid-Zambezi Landscapes. S/He will work closely with both the Zimbabwe Environmental Law Association (ZELA) and Environmental Law Institute (ELI) to accelerate implementation of USAID Resilience ANCHORS activities focusing on water and land resources planning.

This position will be based in Southeast Lowveld, Zimbabwe and will report to ZELA Resilience ANCHORS Project Officer with reporting lines to ELI Director, International Water and Africa Programs and Southeast Lowveld Project Manager.

Duties And Responsibilities

Key Responsibilities

Project Management

- Provide leadership and technical support in the design of activities aimed at promoting adoption and implementation of IWRM at ward and catchment levels.
- Serve as the focal point for the development and application of community-based planning and resilience building tools for water and natural resources management.
- Work with Environmental Law Institute to map community-based water tenure and assist in development of a “water cadaster” to enable communities to better document and track their water tenure rights.
- Develop and support the implementation of community based IWRM plans to inform water resources development and use at ward and catchment levels.
- Develop and support implementation of ward-level land use plans for communal areas adjacent to the wildlife protected areas and other landscapes within Zimbabwe, ensuring that these are aligned and harmonized with IWRM plans.
- Develop tools/guidelines for monitoring environmental compliance in all project implementation areas and management of environmental aspects in all areas of implementation.
- Develop tools/guidelines for ensuring sustainable natural resource management, including capacity building on conservation planning implementation; and
- Generate and compile activity reports as means of verifications for each action in liaison with the project MEAL Officer.

Partnerships

- Establish and or maintain strong partnerships and develop excellent working relationships with public, private, NGOs, CSOs, communities and donor communities.
- Act as the custodian of the project relations, implementation modalities and cultivate expansion of the project niches related to integrated, community-based land, water and resource planning; and
- In consultation with the PCU office staff, further develop strategic partnerships for the project.

Other

- Work with the Communications and Marketing teams to communicate ECODIT messages through newsletters, reports and regular in touch updates.
- Commitment to respect, protect, and promote human rights at all times, irrespective of ethnic group, gender, race, sexual orientation, age, or class by adopting a rights-based conservation approach; and
- Undertake any other relevant assignment as may be requested by supervisor.

Qualifications And Experience

Qualifications:

- BSc. Degree in Integrated Water Resources Management, Conservation Planning/ Natural Resources Management or any other relevant qualification (a master’s degree in Integrated Water Resources Management is an added advantage).
- 5+ years of proven experience of working in the water and land resources management field.
- Direct experience in implementing water resource management planning, particularly at the community level, is highly desired.
- A task oriented, result focused approach with a thorough understanding challenges related water and natural resources management in Zimbabwe.
- Experience of working in the NGO development sector and ability to work and engage with consultants.
- Proficiency in English (spoken and written) and knowledge of local languages is desirable.
- Demonstrated ability to oversee various activities at once ensuring timely and successful implementation.
- Outstanding interpersonal skills including the ability to build coalitions, negotiate, and manage conflict and

familiarity with protocols associated with working in Zimbabwe.

- Genuine respect for the skills and perspectives of communities, partner organizations and the private sector.
- Ability, willingness, and desire to be based in remote location (Southeast Lowveld in this case).
- Good report writing skills and working knowledge of computers and MS Office software packages.

How To Apply

Interested and qualified candidates who meet the above requirements should send their motivational letter and CV to recruitmentpro26b@gmail.com by the 18th of November 2022. Only short-listed candidates will be contacted.

Graduate Trainee

Main Purpose:
At Puma, we provide opportunities for high performing individuals from diverse backgrounds who want to make a difference by working together to fulfil our purpose of Energising Communities. We focus our business around our customers – doing everything we can to help them. We do this passionately and responsibly, day in, day out across the globe. So, if you’re passionate about building a career with an agile, customer-led, fast-moving organisation in the Energy industry, join our Graduate Program to accelerate your learning. We’ve got more than 4,000 people working in more than 40 countries and provide opportunities to work all over the world. We develop talent and ensure those who shine can evolve within the company, or across the wider Trafigura Group. The Puma Energy Africa Graduate Program is a one-year rotational program for fresh graduates to accelerate their learning across the business, with rotations in Supply, Operations and Retail. At the end of the 12 months, successful candidates will be offered a permanent job offer with Puma Energy, depending on their identified competencies.

Duties And Responsibilities

**Job Related
Qualifications And Experience**

Knowledge Skills and Abilities, Key Responsibilities:
For our Graduate Program in Africa (12 months) we’re looking for:
Young enthusiastic people who have excellent analytical and problem-solving skills
Resilience, adaptability, agility
Self-starters
0 to 1 years of professional experience
People who likes challenges
The ability to push boundaries to discover new things, raise standards and drive results
People who demonstrate a can-do, positive attitude
Transparency and honesty
Accountability and integrity
Willingness to build your own success and career in an international company
Proficiency in using computer applications

Requirements:
Fresh Graduates with Bachelor’s degree (2022-2023)
Majors: STEM, Mechanical Engineer, Petroleum Engineer and/or related fields.
Excellent verbal and written communication in English
Graduated in the top 5% of your class
Consistent academic excellence
Proven experience in extra-curricular activities

How To Apply

If you’re energised about helping us fulfil our purpose of ‘Energising Communities’, apply for our Graduate Program in Africa now!
https://trafigura.wd3.myworkdayjobs.com/en-US/Puma_Energy_Careers/job/Harare-Zimbabwe/XMLNAME--Graduate-Trainee_R-010381?source=linkedin

SALES AGENTS

We are a dynamic live asset tracking company. looking for a motivated Sales Agents to start ASAP in Harare. Bulawayo, Gweru, Kwekwe, Masvingo, Mutare, Vic Falls and Chinhoyi. Candidates with strictly marketing background are needed. NB: This is a pure commission Job.

Duties And Responsibilities

**Job Related
Qualifications And Experience**

REQUIREMENTS

- At least 21 years at the time applying and mature
- 5 O Levels

- Prior working experience as a Sales or Marketing person
- The ideal candidate should have worked on pure commission before and should understand how it works
- The ideal candidate should be able to finance themselves whilst bringing in business.

NB: This is a pure commission based Job.

ATTRIBUTES

- The interested candidates meeting the requirements should be able to converse in English and any other local language.
- Should be exceptional in customer service and negotiating skills.
- The interested candidates should also be sales driven, results-oriented and with target driven attitude

How To Apply

All interested candidates should send their detailed CVs and application letter to info@territracking.com before 18 November 2022.

Land Survey Technician (x4) – Chitungwiza Municipality

Applications are invited from suitably qualified and experienced personnel to fill the above mentioned vacant position, which has fallen vacant in the Works Department.

Duties and Responsibilities

Carry out Tachometric Surveys

Carry out non-title Surveys

Liaise with the Surveyor General and other Chartered Surveyors in the Title Survey of stands

Advise clients on procedure to be followed when carrying out title survey

Verify cadastral surveys and sign beacon receipts

Any other duties as assigned by the Town Planning Manager

Qualifications and Experience

Higher National Diploma in Survey

Be a member of Council of Land Surveyors of Zimbabwe

Be able to work under pressure and with minimum supervision

A minimum of 5 years’ experience in Public Planning Environment

Must be 30 years and above

Job Application Details How to Apply Applications in own handwriting, accompanied by five (5) copies of detailed Curriculum Vitae and Certified Copies of relevant qualifications, should be addressed to: The Acting Town Clerk Chitungwiza municipality Industrial drive, Zengeza P.0 Box CZA 70 CHITUNGWIZA Deadline: 30 November 2022 NB: Only shortlisted candidates will be contacted

Human Resource Business Partner

A well-established company in the Motor Industry is seeking the services of the following:

JOB TITLE:HUMAN RESOURCES BUSINESS PARTNER

LOCATION:HARARE

Duties And Responsibilities

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Payroll administration – Belina payroll.
- Time attendance administration using the Belina Time Control & Attendance System.
- Designing and implementing productivity enhancement systems.
- Designing and implementing performance management and productivity enhancement systems.
- Assist in designing Human Resources information systems.
- Identify training and development needs through job analysis.
- Reporting regularly on HR metrics
- Contributes to team effort by accomplishing related results as needed
- Maintenance of personnel records

Qualifications And Experience

QUALIFICATIONS:

Degree in Human Resources Management as a minimum.

EXPERIENCE:

- Human resources consultancy experience an added advantage
- Experience in organizational development
- Extensive experience in training
- Minimum of 5 years working experience.
- High excel proficiency is a must.
- PowerPoint

ATTRIBUTES:

Self-motivated, organized, and good writing and communication skills.

How To Apply

Applications from appropriately qualified and experienced candidates must send CVs to careers@twt.co.zw

Deadline 16 November 2022

Tyre Controller :

Applications are invited from suitably qualified and experienced persons for the above post, which has arisen in the Fleet Maintenance Department at Cailogistics (Private) Limited.

Duties And Responsibilities

Reporting to the Fleet Maintenance manager, the successful applicants will among other key challenging aspects be responsible for:

- ⌘ Ensuring periodic business performance reports are produced and presented to the management together with improvement plans.
- ⌘ Carrying out tyre inspections, daily, weekly and monthly. These inspections must inform the business on the Tyre Bill of health with reference to, pressures, tread depth, abnormal wear, alignment issues, state of valve caps and valve extensions.
- ⌘ Assigning task to tyre fitters and mechanics across all depots and follows up to ensure the tasks are executed as expected.
- ⌘ Analysing tyre by region depot and route to ascertain patterns specific to application and proffer solutions for all outliers.
- ⌘ Compiling scrap analysis reports by category in order to have a more focused approach to the cause.
- ⌘ Identifying instances of vehicle tyre misuse/abuse and advises the Regional Operation managers or depot coordinators
- ⌘ Any other duties as assigned.

Qualifications And Experience

The ideal applicant should possess the following minimum qualifications and attributes:

- ⌘ Higher National Diploma in Business Administration
- ⌘ Be in possession of 5 “O” Levels, to include English, Maths, and Science at Grade C or better.
- ⌘ At least 5 years working experience in a commercial transport and logistics environment, 3 of which being at supervisory or management level.
- ⌘ Be in possession of good communication, reporting and presentation skills.
- ⌘ Be self-motivated and able to work under pressure.
- ⌘ Be able to diagnose technical problems and provide expert solutions.
- ⌘ Must be computer literate.

How To Apply

Applications in writing together with detailed C.Vs. should be submitted to hr@cailogistics.co.zw indicating the position being applied for on the subject.

Director Aviation Security – Civil Aviation Authority Of Zimbabwe

Job purpose is to ensure that international and domestic Civil Aviation Operations are safeguarded against acts of unlawful interference, through policies, regulations, practices, and procedures as well as ensuring compliance with internationally accepted standards.

Reporting to the Director General. Location: Head Office

Duties and Responsibilities

Developing, reviewing, and implementing aviation security strategies, policies, practices, procedures and regulations to ensure compliance with international and national standards and recommended practices within the civil aviation industry.

Establishing, administering, and promulgating, on behalf of the Government of Zimbabwe, the National Civil Aviation Security Programme.

Establishing, administering, and implementing the National Civil Aviation Security, Quality Control and Security Training programmes.

Reviewing and ensuring the adequacy of security programmes and associated documentation produced by airports, airline operators, cargo operators, handling companies and any aviation operator.

Conducting, inspections, audits and testing security standards and operating procedures for airports and all aviation operators.

Fostering and ensuring good working relationships, cooperation and exchange of relevant information and experience among Contracting States.

Ensuring security of the Authority’s documents, personnel and equipment.

Liaising with other Security Organizations through the National Aviation Security Committee.

Defining and allocating tasks within government policy guidelines for implementation of the National Aviation Security Programme.

Constantly analysing the level of threat to Civil Aviation and initiating such actions to effectively counter the perceived level of threat.

Carrying out aviation Security Risk Assessment.

Providing secretarial services to the National Aviation Security Committee.

Reporting timeously to the Director General, on all security matters needing their attention.

Participating in the development, implementation, and maintenance of the ISO 9001 Quality Management System.

Ensuring that the International Civil Aviation Organization and Shareholders requirements on Aviation Security compliance to standards are met.

Ensuring the development and implementation of Departmental work plans, Result Based Management system and overseeing performance evaluation of the department.

Qualifications and Experience

A University Degree in security studies or equivalent.

A relevant post graduate qualification in aviation is an added advantage.

A thorough knowledge of ICAO and local civil aviation security standards.

A minimum of ten years’ experience in security operations of which five years must be at senior level.

Sound knowledge of security as a discipline.

Strong analytical, communication, and investigative skills.

High level of integrity

Excellent leadership skills

Highly computer literate

Job Application Details How to Apply The Civil Aviation Authority of Zimbabwe is an equal opportunity employer. Female candidates are encouraged to apply. Interested candidates should submit applications and their Curriculum Vitae, including certified copies of educational and professional certificates not later than 25 November 2022 to: Human Resources and Administration Director Civil Aviation Authority of Zimbabwe Robert Gabriel Mugabe International Airport Level 3, New Terminal Building P Bag 7716 Causeway Harare

Roads Superintendent – Chitungwiza Municipality

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned vacant position, which has fallen vacant in the Works Department. The incumbent will be reporting to Civil Engineer.

Duties and Responsibilities

Oversees the administrative daily functions for assigned team and plans road maintenance projects including estimating, securing and scheduling personnel, materials, and equipment required in a cost effective manner; develops road district annual maintenance plan to include prioritizing, estimating, report writing and preparing reimbursable service agreements.

Overseeing construction activities and making sure that they are completed according to schedule and within budget parameters

Inspect existing roads, identify potential problems and determine corrective action required; prepare related reports,based on identified issues and assign priority ranking for budgetary consideration.

Prepares correspondence; establishes and updates project management documentation; reviews spreadsheets, reports, permits, plans and other documents; and performs other administrative duties using a personal computer.

Qualifications and Experience

Strictly holder of Higher National Diploma in Civil Engineering BSc/B.Eng.

(Hons.) degree in Civil Engineering an added advantage.

Must be registered with the Engineering Council of Zimbabwe in the field of Civil/Structural engineering.

At least five (5) years proven relevant experience Proficiency in ARCGIS, AutoCAD Civil 3D or Civil designer, Epanet, Microsoft Project

Core Competencies

Ability to evaluate blueprints for construction.
Ability to operate departmental equipment, including, but not limited to: truck, loader, road grader, backhoe, mower, cement mixer, and power tools.
Ability to read and interpret maps, manuals, budgets, and schematics.
Ability to make decisions independently.
Job Application Details How to Apply Applications in own handwriting, accompanied by five (5) copies of detailed Curriculum Vitae and Certified Copies of relevant qualifications, should be addressed to: The Acting Town Clerk Chitungwiza municipality Industrial drive, Zengeza P.O Box CZA 70 CHITUNGWIZA Deadline: 30 November 2022 NB: Only shortlisted candidates will be contacted

Technician- Croco Holdings Group
Applications are invited from interested and suitably qualified persons to fill in the following vacancy that has arisen within Croco Holdings Group.
Key Responsibilities
Services, repairs and maintains customers vehicles.
Replaces damaged parts
Diagnoses technical issues
Inspects equipment, analyses trouble and plans sequence of repair operations.
Investigates complaints and equipment performance and malfunctions
Ensures all equipment is well maintained.
Participates in equipment, parts and supplies selection and purchase.
Recommends improved work methods and procedures.
Maintains inventory control over equipment and supplies.
Maintains a clean and safe working environment.
QUALIFICATIONS
Class one apprenticeship trained
Extensive knowledge and 3 years post apprenticeship experience
Class 2 Driver’s licence is a must.
Good computer, analytical and diagnostic skills
Job Application Details TO APPLY Interested applicants are requested to send their CVs via email to recruitments@crocoholdings.co.zw starting with the job applied for in the email subject line. Only shortlisted candidates will be contacted. Application deadline: 15 November 2022.

Graduate Traineeship Programme(Procurement Management)-Zimbabwe Manpower Development Fund (ZIMDEF)
The Zimbabwe Manpower Development Fund (ZIMDEF) is offering exciting graduate trainee opportunities for dedicated and purpose driven young Zimbabweans to fill the following learnership position:
Field : Procurement Management
Station : Harare
QUALIFICATIONS REQUIREMENTS
Interested candidates should meet the following requirements:
Must be aged 26 years or below
A relevant Degree with at least an upper second (2.1) class
Excellent oral written communication skills.
Ability to grasp concepts quickly.

Job Application Details TO APPLY Interested candidates meeting the above requirements should submit their applications with a detailed CV and certified copies of qualifications (degree and advanced level a must) not later than 21 November 2022. The Human Capital Development Manager Zimbabwe Manpower Development Fund, 18572 Off Mother Patrick Avenue Rotten Row P Bag CY 7739 Causeway Harare or records@zimdef.co.zw Applicants must indicate their desired area/field of deployment as well as work station. NB: Only short-listed candidates will be advised.

Electrical Engineer – Zimasco (Pvt) Limited
Zimasco (Pvt) Limited, a major player in Zimbabwe’s Ferrochrome Production, has an exciting and challenging career opportunity at its Kwekwe Division
Applications are invited from suitably qualified, competent and experienced persons to fill the above-mentioned position on a 3 year fixed term employment contract basis, renewable subject to performance.
Duties and Responsibilities
Ensuring plant and equipment maintenance works are properly planned, executed and commissioned within approved budgets and timelines

Ensuring maintenance engineering work is carried out in accordance with specifications, statutory requirements, regulations and other contractual requirements with due regard to safety, quality, operability and maintainability
Ensuring Plant & Equipment availability as per preset parameters

Achieving results through team work

Qualifications and Experience

BSc. Degree in Electrical Engineering

A minimum of 5 years post Graduate Development experience, 3 years preferably in Heavy Industrial, and/or Mining & Mineral Processing environment at Section Engineer level

Demonstrable knowledge of electrical constructions, installations and maintenance

Demonstrable knowledge of and competence in PLCs and High Voltage switch gear maintenance will be required

Demonstrable knowledge of Integrated Maintenance Management Systems

Computer literacy in Microsoft Office Suite and ERP Systems (preferably SAP)

Membership of a recognized engineering professional body

Job Application Details How to Apply Applications from persons meeting the above stated requirements together with detailed Curriculum Vitae and proof of qualifications to be submitted to: The Human Resources Manager "Electrical Engineer" Zimasco (Private) Limited P.O. Box 489 KWEKWE Or E-Mail to: careerskk@zimasco.co.zw Deadline: 23 November 2022 NB: Only short-listed and interviewed candidates will receive replies to their applications.

Internal Auditor x 1 – Nurses Council of Zimbabwe

Applications are invited from individuals with suitable qualifications and experience for the following post:

Vacancy : Internal Auditor

Qualifications and Experience

Degree in Accounting and or full professional accounting qualification such as ACCA, CIS, CIMA

Proven membership of a professional accounting body is an added advantage

Be computer literate with excellent interpersonal and communication skills.

A minimum of two years proven work experience as an internal auditor.

Paying attention to detail and excellent analytical skills

Proven knowledge of auditing standards and procedures, laws, rules and regulations.

Main Responsibilities

Perform and control the full audit cycle including risk management and control over operations effectiveness, financial reliability and compliance with all applicable directives and regulations.

Prepare internal audit scope and develop annual plans

Prepare and present reports for the Audit and Risk Management Committee that reflect audit results and document process.

Act as an objective source of independent advice to ensure validity, legality and goal achievement.

Job Application Details TO APPLY Applicants wishing to be considered for the above post should submit their applications with detailed Curriculum Vitae, certified copies of certificates and names of three contactable referees by not later than Friday the 25th of November 2022. All applications should be addressed to the Registrar email recruitment@nursescouncil.co.zw. Only shortlisted applicants will be contacted.

Examinations Secretary x 1 – Nurses Council

Qualifications

Diploma in Secretarial Studies or Office Management

5 O Levels including English Language

Computer Literate

A minimum of 2 years relevant experience

Main responsibilities:

Assist with entry of candidates for examinations.

Preparation and dispatching of examination materials to training schools.

Communication with invigilators and examiners

Job Application Details TO APPLY Applicants wishing to be considered for the above post should submit their applications with detailed Curriculum Vitae, certified copies of certificates and names of three contactable referees by not later than Friday the 25th of November 2022. All applications should be addressed to the Registrar email recruitment@nursescouncil.co.zw. Only shortlisted applicants will be contacted

Group Finance Manager – AFC Holdings

AFC Holdings seeks to recruit a Group Finance Manager. Reporting to the Group Finance Director, the Group Finance Manager provides support across a variety of functions and SBUs, including Group financial management and reporting. The position ensures financial integrity of the Group and provides consolidated financial plans and reporting for the Group.

Duties and Responsibilities

Overseeing the Finance & Accounting function of the Group.
Overseeing Financial and Accounting system controls and standards used by the Group.
Preparing consolidated budgets and providing budget guidance to subsidiaries in line with the overall Group’s strategy, forecasts and other financial plans.
c Co-ordinating the development of the Group budget for approval by the Group Finance Director to ensure that resources are provided well in advance for the Group’s divisions to execute their duties.
r Monitoring budget performance to ensure that any significant deviations are analysed and actioned upon.
Providing the Group with cost reduction strategies through monthly cost analysis reports. Preparing group reports on a regular basis for management, regulator and tax authorities among others.
Liaising with external auditors to ensure that audits are properly planned, carried out and that financial reports are prepared within set timelines.
Qualifications and Experience
A Bachelor’s Degree in Accounting or equivalent.
A professional course such as LIMA, ACCA, CAZ or equivalent is desirable.
Relevant postgraduate qualification such as a Masters in Business Administration Degree (MBA) or MBL will be an added advantage.
8 years working experience in finance, 5 years of which should be at Senior Management level.
Solid understanding of financial management and accounting.
Strong stakeholder relations acumen.
Exceptional analytical and decision-making abilities.

Job Application Details How to Apply Interested candidates should submit applications, accompanied by a detailed resume no later than 27 November 2022. All applications should be emailed to: careers@afcholdings.co.zw clearly indicating the position being applied for as your E-mail Subject Reference. NB: Only shortlisted applicants will be responded to.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EXECUTIVE
A Harare based company is looking for an experienced Information and Communications Technology (ICT) Executive to join our team.

Job Description:
Provide day-to-day level 1-2 enterprise applications, systems, end user computing support, telephony and related technology.
Work with outsourced service provider and IT vendor for support and resolution to technical issues.
Manage hardware and software assets or licenses, and IT-related tasks for onboarding/offboarding process.
Ensure infrastructure, server rooms, applications, on-premise and cloud computing platforms, are operating efficiently and highly available and perform within agreed SLA.
Work closely with teams and external service providers to ensure the security, reliability and stability of systems and services.
Execute IT operational procedures and policies, in compliance with statutory requirements when necessary.
Execute new initiatives, projects and enhancements to meet the needs of organizational goals.
Troubleshoot problems related to design, infrastructure or data.

Job Requirements:
Good communication skills and problem-solving skills.
Meticulous and innovative; positive work attitude and customer oriented.
Team player and able to work independently in a fast-paced environment.
At least 2 years of relevant experience
Professional Certificate/Diploma in Information Technology or its equivalent.

APPLICATION DETAILS
Interested Candidates to send their applications to hrdesk@smdistributors.co.zw by 15th November 2022. Foreign candidates can apply

Middle Office Manager: Business Risk -Agricultural Finance Company Holdings (AFC)
AFC Commercial Bank, A Subsidiary Of AFC Holdings Seeks To Recruit A Middle Office Manager. The Middle Office Manager Will Be Responsible For Supporting The Treasury Function By Reviewing And Processing Transactions Negotiated By The Front Office To Ensure That They Are Booked And Fulfilled Appropriately. This Is A Key Oversight Role Which Also Seeks To Manage Market Risk And Ensure That The Bank Is Fully Compliant With All Regulatory Requirements .

Duties And Responsibilities

Participate in the establishment of middle office models. / Manage all Treasury Limits. Check and sign off deals from the Front Office (Dealers).
Developing required tools for purposes of managing, monitoring and overseeing market risk.
Carrying out research on market risk related trends and developments and recommend appropriate action plan.
Monitor adherence to both internal and external regulatory and policy frameworks.
Oversee all internal controls and report any exceptions and violations.
Prepare Middle Office Market Risk Reports.
Checking the audit trail of all transactions in conjunction with the Back Office.
Review pricing and pricing policies for the Treasury function.
Monitor systems performance and availability

Qualifications And Experience

Degree in Banking & Finance.
Postgraduate Certificate in Treasury Management.
Minimum three years’ experience in financial markets, ideally within a middle office wholesale environment.
Strong working knowledge of financial markets and instruments, both domestic and international particularly in Equities, Fixed Interest, Futures, Options and Foreign Exchange.
Understanding of treasury operations (both Back Office and Dealers).
Working knowledge of ALM (Assets and Liabilities Management) framework.
High analytical skills and the ability to interrogate both the system and processes in the Treasury Department.
Excellent communication & interpersonal skills at all levels.
Exceptional attention to detail and report writing and presentation skills (Word & Power Point).
Knowledge of T24 core banking system will be an added advantage.
Excellent demonstrable skills with spreadsheets (Microsoft Excel).
High level organising skills in terms of work flow management between the two offices, as well as record keeping – (both physical and electronic/digital).
Job Application Details How To Apply Interested candidates should submit applications, accompanied by a detailed resume no later than 15 November 2022. All applications should be emailed to careers@afcholdings.co.zw clearly indicating the position being applied for as your e-mail subject reference. Please note that only shortlisted applicants will be responded to.

Regional Workshop Foreman *3

Applications are invited from suitably qualified and experienced persons for the above post, which has arisen in the Fleet Maintenance Department at Cailogistics (Private) Limited. The Incumbents will be based in Harare and Bulawayo.

Duties And Responsibilities

Reporting to the Fleet Maintenance manager, the successful applicants will among other key challenging aspects be responsible for:

- ⌘ Ensuring that all maintenance and repair work carried out on vehicles units including trailers is in accordance with company procedures and programmes.
- ⌘ Ensuring that service schedules are formulated and executed as per plan 100% adherence with nil breach.
- ⌘ Ensuring that all vehicles and trailers are roadworthy and legally compliant.
- ⌘ Ensuring that all vehicles are released after passing the necessary quality tests.
- ⌘ Enforcing all workshop SOPs, stock movement documentation and accounting of company assets.
- ⌘ Enforcing and instituting correct workshop discipline, safety and housekeeping procedures.
- ⌘ Checking and monitoring adherence to safety regulations by subordinates.
- ⌘ Providing reports as may be required by the manager on a daily, weekly or monthly basis (including payroll inputs).
- ⌘ Generating quality failure analysis reports for all failed units.
- ⌘ Any other duties as assigned.

Qualifications And Experience

The ideal applicant should possess the following minimum qualifications and attributes:

- ⌘ Incumbent should be a qualified artisan with at least five years post apprentice experience,3 of which being at supervisory or management level in a commercial transport and logistics environment
- ⌘ Be in possession of 5 “O” Levels, to include English, Maths, and Science at Grade C or better.
- ⌘ Be in possession of good communication, reporting and presentation skills.
- ⌘ Be self-motivated and able to work under pressure.

- ⌘ Be able to lead and motivate others.
- ⌘ Be in possession of a clean class (two) driver’s licence.
- ⌘ Be able to diagnose technical problems and provide expert solutions.
- ⌘ Must be computer literate
- ⌘ Must have a supervisory diploma or degree
- ⌘ Knowledge of NOSA and EMS ISO 14001 is an added advantage.

How To Apply

Applications in writing together with detailed C.Vs. should be submitted to hr@cailogistics.co.zw indicating the position being applied for on the subject.

Tracking Officer :

Applications are invited from suitably qualified and experienced persons for the above post, which has arisen in the Operations Department at Cailogistics Private Limited.

Duties And Responsibilities

Reporting to the Quality Controller, the successful applicants will among other key challenging aspects be responsible for:

- ⌘ Tracking real time location/position of all vehicle using GPS system.
- ⌘ Providing history of vehicle movement (useful in case of incidents and accidents).
- ⌘ Creating and monitoring no go areas (geo fencing).
- ⌘ Monitoring and act on all alerts related to driver behaviour which include (speeding, over revving, excessive idle, harsh acceleration, freewheeling, out of green band).
- ⌘ Carrying out regular fuel consumption tests as when vehicle has been serviced and keep a record.
- ⌘ Developing and presenting daily, weekly, monthly management reports.
- ⌘ Maintaining service schedule for all vehicles.
- ⌘ Monitoring fuel usage and track performance by truck, route, and driver.
- ⌘ Investigating all fuel variances and submit recommendations to management.
- ⌘ Generating non-revenue and revenue kilometres for all vehicles.
- ⌘ Any other duties as assigned.

Qualifications And Experience

The ideal applicant should possess the following minimum qualifications and attributes:

- ⌘ A relevant Diploma in IT or Transport/Logistics Management with at least three years relevant experience.
- ⌘ Be in possession of 5 O’ Levels including English, Maths and Science at Grade C or better.
- ⌘ Good communication and interpersonal skills to interact effectively at all levels.
- ⌘ Must be computer literate (Ms Excel, Word, PowerPoint, ICDL etc.)

How To Apply

Applications in writing together with detailed C.Vs. should be submitted to hr@cailogistics.co.zw indicating the position being applied for on the subject.

Disaster risk reduction and enhanced humanitarian response through Disability Inclusion- based in Muzarabani

The Regional Psychosocial Support Initiative is seeking to recruit an individual that is competent in Disability Inclusive Disaster Risk Reduction (DiDRR) to provide technical leadership and guidance for the successful implementation of project activities in accordance with project design. The incumbent will lead Disability Inclusive Disaster Risk Reduction from National to community level structures and will work closely with the Civil Protection Department and the Disability movement

Duties And Responsibilities

Project Coordination

- Maintain regular contact that ensures a good relationship with the central government through the District Development Coordinator’s office, Chief Executive Officer and other key District Stakeholders
 - Develop and maintain an effective operational partnership with ward councillors, traditional leadership and other local stakeholders as necessary
 - Ensures smooth coordination and sharing of information with district stakeholders
 - Build effective partnerships with key stakeholders such as DPOs, PWD, communities, and local leaders
- New Business Development**
- Contribute to organisational fund-raising efforts in line with REPSSI resource mobilisation strategy
- Ensure a fully functional district system that delivers on Expected Objectives**
- Participate in the District Co-creation Meetings
 - Mobilization of the project targeted groups (DPOs and Persons with Disability (PWD) for DiDRR training
 - Raise awareness of DiDRR in schools and involve students and young people in DRR-related activities in the

target communities

- Raise community awareness of hazards and disaster risks through Risks identification, assessment and monitoring closely the early warning systems.
- Promote understanding of hazards and communities’ vulnerabilities;
- Help communities to be inclusive and enhance their capacities to address their vulnerabilities.
- Support key government departments, other Humanitarian Responders in DiDRR
- Facilitate regular sensitisation in the communities on hazards
- designing school and community Disability Inclusive emergency plans, setting up early warning systems and implementing response, mitigation and risk reduction plans
- Support the establishment of inclusive savings groups (VSLA) in the target wards
- Capacity building for adaptation and improvement of agricultural production in the target communities.
- Provide on-going monitoring of program activities and make recommendations for improvement where appropriate.
- Produce progress reports and monthly plans against activities.
- Ensure compliance to Funding Partner and DiDRR requirements /guidelines.
- Support Senior Management to prepare proposals in response to calls for proposals emanating from the existing funding partners and other donors.

Advocate for PSS Mainstreaming and communicate Project Activities

- Establish and maintain relationships with district Civil Protection Structures
- Participation in relevant district coordinating bodies such as DCPD,DRR Committees and Liaison with other NGOs working in the same districts
- Contribute to resource mobilization efforts for similar or other projects

Support M&E and learning within the project

- Support community led monitoring and tackle barriers to access to emergency services and Disability Inclusion
- Participate in planned project baselines, reflection and coordination meetings
- Facilitate project reporting and activity reviews for submission to the Programme Manager
- Contribute to organisational learning on PSS mainstreaming in emergencies

Qualifications And Experience

Degree in Social Sciences, Agriculture, Development Studies, Disability Inclusion, Disaster Management or any relevant qualification.

- Three (3) years’ experience in project implementation. Have an experience in Community Based Inclusive Development (CBID)
- Knowledge of Disaster Management and Disaster Risk Reduction are key requirements.
- A full understanding of the National Disaster Management structures is mandatory.
- Training in climate adaptation and improvement of agricultural production an added advantage.
- Training and workshop organizational skills in DiDRR
- Strong report writing skills.
- Open to internal and external feedback
- Ability to work under minimum supervision and under severe pressure

How To Apply

Email to

repssi.zw@repssi.org

Attention- Human Resources

Applications should clearly show in the Subject line: Project Coordinator - DiDRR

Please attach a copy of your CV and cover letter as one document by Friday 18 November 2022. Applicants that fail to adhere to this instruction will not be shortlisted. Only emailed applications will be accepted. Persons with Disabilities are encouraged to apply.

REPSSI is committed to the principles of employment equity and an employment environment free of Sexual Exploitation and Abuse.

Should you not hear from us within 30 days after the due date, consider your application as unsuccessful

HR MANAGER

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 18 November 2022.

Duties And Responsibilities

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 18 November 2022.

Qualifications And Experience

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 18 November 2022.

How To Apply

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 18 November 2022.

<https://www.harare-international-school.com/join-his/employment>

Driver

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 16 November 2022.

Duties And Responsibilities

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 16 November 2022.

Qualifications And Experience

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 16 November 2022.

How To Apply

All candidates are required to have the relevant experience and qualifications. Candidates are invited to visit the school’s website to learn more about the position and Harare International School. Applications that include a CV, job application letter and HIS Application Form saved as a single PDF, including the details of 3 referees, should be sent to recruitment@his.ac.zw referencing the position being applied for in the subject line Deadline for applications 16 November 2022.

<https://www.harare-international-school.com/join-his/employment>

MAINTENANCE TECHNICIAN

Hands on maintenance work in Electricity, Plumbing, Borehole , Generator and Gas gadgets

Duties And Responsibilities

Ability to work over weekends, public holidays and after hours

Flexible to work fulltime or part time basis

Qualifications And Experience

Secondary school

Relevant field of specialisation

Minimum 1 yr relevant working experience

How To Apply

theerasmuspark_1@outlook.com

Gender and Protection Officer

CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and safeguarding employees and communities from Sexual harassment, exploitation and abuse.

Job Description

POSITION SUMMARY

To provide technical support in the implementation of gender interventions for the project across the consortium .

Duties And Responsibilities

RESPONSIBILITIES

- Reviews project documentation (e.g., proposal, Annual Operating Plan, log frame, work plan) and develops an action plan that is responsive to the project needs in relation to gender and protection.

- Develop activity plans and Individual Operating Plan (IOP) for disaster preparedness & response activities.
- Plans and executes rapid gender assessment at the outset of an emergency in project districts/ neighbouring districts
- Develops a gender action plan for the project and submits to Team Leader.
- Develops and updates appropriate tools on gender to support the gender action plan.
- Develops a gender and protection framework and action plan for the project.
- Ensure that disaster preparedness training modules, materials and SOPs that are developed by consultants are gender sensitive.
- Ensure that community-based response disaster plans, disaster preparedness messaging and disaster preparedness awareness campaigns are designed in a gender sensitive manner.
- Ensure that the identified Evacuation centres meet gender and protection standards.
- Distributes, shares and follows up on project specific material on gender and protection to project staff, partners and stakeholders.
- Provides ongoing technical support on gender to project staff, partners, and stakeholders to ensure adequate capacity development.
- Produces monthly progress reports and submits to the Team Leader and DRR Specialist.
- Maintains contact with key partners and stakeholders in the gender sector including Ministry responsible for gender, UN Women, CSO.

Qualifications And Experience

Qualifications

Degree in Social Science/ Gender Studies/Development Studies/Policy Studies

4-5 years’ experience with development programs working on Gender- and protection.

- Experience on gender and protection in humanitarian preparedness & response is an added advantage.

How To Apply

<https://jobs.smartrecruiters.com/CareInternationalInZimbabwe/743999864476364-gender-and-protection-officer>

3 Wheeler VAN SALESMAN-Bulawayo

Applicants are invited from suitably qualified and experienced persons to fill the following position that has arisen in our dynamic organization. The successful candidate will be stationed at our Bulawayo Office.

3 Wheeler VAN SALESMAN-Bulawayo

The incumbent will be reporting to the Depot Supervisor and will be responsible for the following among other duties:

Duties And Responsibilities

Duties and Responsibilities.

-  Maintain sufficient stock in the van in order to fill requirements of customers.
-  Promoting sales through regular visit to customer and retail merchandising.
-  Increasing and maintaining the existing customer base in the market
-  Accounting for the safe and timeous delivery of purchased products.
-  Maintaining sales and delivery records, as well as meeting sales targets.
-  Liaising with the Supervisor and other departments to ensure optimal customer services.
-  Preventing damage to the delivery van and the company products being transported.

Qualifications And Experience

Qualifications and Experience

-  At least 5 O Levels
-  3years of experience as a van salesman, or similar.
-  Valid class 3 driver’s license, and a clean driving record is a must.
-  Ability to ride a motor Bike is a must.
-  Proficiency in speaking and understanding Ndebele is a pre-requisite.
-  Exceptional ability in meeting sales targets.
-  Extensive experience in identifying new customers and negotiating deals.
-  Ability to assume responsibility for the delivery van and the products.
-  Experience in recordkeeping and managing sales contracts.

How To Apply

Prospective candidates should be in possession of the above. Applications together with current detailed CV’s, certified copy of Driver license should be delivered to:

The Group Human Resources Officer

SABLE FOODS

3122/3 ZMDC Shopping Complex

Chegutu

Or

Send on email to hr@freshandfrozen.co.zw.
Applications shall be considered on a rolling basis and the employer may select the candidate before the deadline.

WASH Officer

CARE is an equal opportunity employer promoting gender, equity and diversity. Female candidates are strongly encouraged to apply. Our selection process reflects our commitment to the protection of children and safeguarding employees and communities from Sexual harassment, exploitation and abuse.

Job Description

POSITION SUMMARY To oversee, and coordinate WASH project activities in Chivi district and contribute towards achievement of project objectives and targets.

Duties And Responsibilities

RESPONSIBILITIES

- Plans for the WASH operational systems and procedures for the district and shares with staff and District stakeholders
- Develops the global working plan for the district in line with the budget and shares the details with the WASH Specialist and Purpose Manager
- Prepares Individual Operating Plan (IOP) in line with project Annual Operating Plan (AOP)
- Produces technical guidelines for implementation of WASH components (Water, Sanitation and Hygiene activities)
- Conducts training for staff and stakeholders on project concepts, technologies and methodologies
- Conducts independent and joint field visits, verifications and monitoring of project activities
- Coordinates the development of district specific budgets in line with project budget
- Coordinates with internal and external stakeholders by sharing project information and activities
- Collaborates with District Water Supply and Sanitation Committees (DWSSC) and shares the project details / activities as per project plan in line with the budget
- Generates reports as per donor guidelines and submits to the Field Supervisor
- Integrates WASH activities across program interventions

Qualifications And Experience

Qualifications

Degree in Water Engineering/Public Health or equivalent
4-5 years’ experience with development programs working under WASH

How To Apply

<https://jobs.smartrecruiters.com/CareInternationalInZimbabwe/743999864458741-wash-officer>

Security Guard

Applications are invited from competent suitably qualified and experienced persons to fill in the position based at Corporate 24 Hospital along Josiah Tongogara Street between 8th and 9th Avenue.

Duties And Responsibilities

RESPONSIBILITIES

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment and access points; permitting entry
- Obtain help by sounding alarms
- Prevent losses and damage by reporting irregularities, informing violators of policy and procedures; restraining trespassers
- Control traffic by directing drivers
- Complete reports by recording observations, information, occurrences and surveillance activities; interviewing witnesses; obtaining signatures
- Maintain environment by monitoring and setting building and equipment controls
- Maintain organization's stability and reputation by complying with legal requirements
- Ensure operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques
- Contribute to team effort by accomplishing related results as needed
- Ensure the security, safety and well-being of all personnel, visitors and the premises
- Provide excellent customer service
- Adhere to all company service and operating standards
- Remain in compliance with local and state regulations
- Respond to emergencies to provide necessary assistance to employees and customers
- Protect the company's assets relative to theft, assault, fire and other safety issues
- Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident

investigations

- Ensure that all incoming goods are checked and receipts are captured in the security records
- Monitor property movement and record accordingly

**Qualifications And Experience
REQUIREMENTS**

- Certificate in risk and security management
- Five O levels including English and Mathematics.
- Drivers license an added advantage.
- Good interpersonal skills
- Ability to maintain privacy and confidentiality
- Ability to speak Ndebele

How To Apply

How to Apply: Interested persons should submit their applications together with Curriculum Vitae and certified copies of proof of qualification no later than Friday 25 November 2022 to:

**The Administrator
Corporate 24 Hospital Group
89 Parham House
Josiah Tongogara Street
Between 8th & 9th Ave
Bulawayo
Zimbabwe**

Or email - hospitalgroupvacancies@gmail.com

Salesperson

Responsible for receipting, collection, safe custody of cash and selling goods to consumers that meet their needs and desires.

Duties And Responsibilities

- Ensuring that branch sales budgets are met.
- Implementation of marketing strategies.
- Stock Management
- Ensuring the front desk is neat, presentable and equipped with all the necessary information e.g catalogues, fliers and branch contact numbers
- Operating the switchboard, taking down messages, screening incoming calls and forwarding them to respective persons.
- Receiving and welcoming guests and provide them with superb customer service in a positive office atmosphere.
- Promptly attending to visitors and directing and announcing them appropriately.
- Receiving all letters and packages and redistribute them to their appropriate departments.

Qualifications And Experience

- . At least a diploma in Marketing management or equivalent.
- . + 1 years experience in the same position.
- . Sales driven with ability to meet monthly sales budget.
- . Knowledge of Pastel Accounting an added advantage.

How To Apply

Interested candidates must email their CV to mmcconsultancy22@gmail.com clearly indicating the position being applied for on or before 15 November 2022

Economic Strengthening and Climate Resilience Coordinator

Family AIDS Caring Trust Zimbabwe (FACT) is a Christian based organisation based in Zimbabwe. FACT implements sustainable development initiatives to improve people’s livelihood, Sexual Reproductive Health (SRH), HIV Prevention, HIV and AIDS care and support as well as health activities. FACT seeks the services of an Economic Strengthening and Climate Resilience Coordinator as detailed below;

1. Position : Economic Strengthening and Climate Resilience Coordinator

2. Reporting to: Economic Strengthening Specialist

3. Location : Mutare

4. Project Summary

FACT Zimbabwe is implementing two USAID-funded programmes, DREAMS SMART Girls and SPACE for OVC. The Determined, Resilient, Empowered, AIDS-free, Mentored, and Safe women (DREAMS) program is focused on reducing new HIV infections amongst adolescent girls and young women (AGYW) by 40% by September 2027. The Sustaining Prevention, and increasing Access to Care and Empowerment for Orphans and Vulnerable Children (SPACE for OVC) is focused on improving health, safety, education, and stability outcomes for OVC, adolescents, and youth affected and infected by HIV across nine districts in Manicaland and Masvingo provinces.

5. Position Summary

The Economic Strengthening and Climate Resilience Coordinator (ESCRC) will act as the main focal point in FACT Zimbabwe for providing climate resiliency and adaptation guidance and support at national and district levels.

Duties And Responsibilities

6. Summary of Key Responsibilities

- Overall planning and implementation of the out of school combined socio- economic program at district level in collaboration with DPCs and FACT Zimbabwe sub-partners
- Provide technical support for multi-disciplinary teams focused on applied climate risk and resilience projects
- Identify and nurture strategic partnerships to support program to meet its economic strengthening goals. Liaison with DREAMS/OVC Implementing Partners, Local Authorities, Zimbabwe Informal Traders Council (ZITC), Farmer Association, Government Extension Agencies and Private Companies amongst others Develop and maintain linkages with governments, organizations, and projects that support economic strengthening activities.
- Coordinate with private companies and value chain players in provision production contracts and extension services for livestock and crop products in order to encourage farm and off farm enterprises.
- Identify objectives, actions and best practices for protecting AGYW/OVC and their families from climate change and environmental risks locally and provide necessary technical assistance and capacity development to staff and partners for their adoption.
- Use appropriate project management tools to plan, review, and track implementing partners’ progress on project implementation and use of project resources.
- Ensure high quality facilitation of training and systematic post-training supportive supervision and mentoring to AGYW and partner staff.
- Foster a culture of accountability and learning through regular monitoring to project sites, providing oversight of studies and assessments, and proper documentation of tools and promising practices to contribute to learning and building the evidence around household graduation, transition, and economic strengthening.
- Document project results and impacts in various forms, including media stories, lessons learned, case studies, client satisfaction, etc.
- Provide technical support to the District Program Coordinators and sub-partners in the implementation of the economic strengthening component as per program and donor benchmarks.

Qualifications And Experience

Qualifications and Requirements

- Master’s degree in Disaster Risk Reduction; Agricultural Economics; Economics; or related.
- Bachelor’s Degree in Agriculture, Agricultural Economics, Natural Resource Management, Social Sciences, or a closely related field.
- A minimum of 5 years’ experience in economic strengthening or climate resilience programming.
- 2 years’ experience in implementing in HIV programs will be an added advantage

8. Knowledge and Skills

- Experience in working with AGYW and OVC and their families in economic strengthening initiatives, in areas such as small-scale crop and livestock production, value-chain development, business development, entrepreneurship, financial services.
- Demonstrated experience in community mobilization, organization, management and mediation among local actors and partner capacity building.
- Demonstrated experience in training design, delivery and mentoring in subject matter relevant to this position.
- Demonstrated knowledge of relevant Government of Zimbabwe strategies and policies (e.g., Climate Change Strategy, Private Sector Engagement Strategy, Gender Equality and Women’s Empowerment Policy) in the context of health delivery.
- A broad understanding of the various aspects of climate change adaptation, particularly frameworks, strategies and tools for implementation. An understanding of the DREAMS and OVC Programming in Zimbabwe, including rights-based approaches as they relate to building resilience for better health outcomes.

- Networking and strong organization skills.
- Ability to work independently, think innovatively and strategically, and work.
- Effectively within a team.
- Fluency in written and spoken English.
- Excellent verbal and written communication skills.
- Ability to work under pressure and deadlines.

How To Apply

How to apply:

1. CLICK VIEW MORE INFORMATION BUTTON BELOW and complete the form not later than **23 November 2022 COB**.

2. Send a detailed CV to vacancy@fact.org.zw highlighting the post.

Please ensure that both steps are carried out to complete the application process.

- **FACT commits itself to protecting children whom its staff, volunteers as well as outsiders may get into contact with. The organisation’s mandate is to serve the best interest of all children through protection from abuse, harm and exclusion, child participation and development in all its programs.**
- **FACT is an equal opportunity employer which does not discriminate in terms of race, tribe, place of origin, political opinion, colour, creed, gender, pregnancy, HIV/AIDS status or, subject to the Disabled Persons Act [Chapter 17:01].**
- **FACT does not charge a fee at any stage of the recruitment process. NB: Only short listed candidates will be notified.**

Regional Manager :

Family AIDS Caring Trust Zimbabwe (FACT) is a Christian based organisation based in Zimbabwe. FACT implements sustainable development initiatives to improve people’s livelihood, Sexual Reproductive Health (SRH), HIV Prevention, HIV and AIDS care and support as well as health activities. FACT seeks the services of a Regional Manager as detailed below;

Position : Regional Manager

Reporting to : The Executive Director

Location : Mashonaland Region

Position Summary

Under the direction of the Executive Director provide overall leadership and management of Mashonaland West Region programmes and staff. The main job functions entail providing overall oversight of FACT regional work, resource mobilisation and programme management, staff management, stakeholder management, linking and liaising with all government line ministries and donors funding projects in the region.

Duties And Responsibilities

Key Responsibilities:

- 1. Provides oversight of all FACT’s work in the region, acting in all matters on behalf of the Executive Director in regional affairs**
- 2. Facilitates the designing, implementation and monitoring/evaluation of projects in line with the organization’s strategic focus**
- 3. Ensures compliance to donor requirements and timely reporting to relevant stakeholders/ donors**
- 4. Responsible for human resources management in the region in liaison with the Executive Director and the Organizational Efficiency and Effectiveness Director**
- 5. Oversees all administration work in the region including financial and asset management**
- 6. Engages partners, donors and other stakeholders to promote the organisation’s image**
- 7. Plays a central role in the resource mobilization efforts for the region, identifying gaps for projects, developing concept notes and the requisite project proposals**

Qualifications And Experience

Qualifications and experience:

- **Holder of a Social Science Masters Degree from a recognised academic institute.**
- **At least 5 years of relevant experience managing, designing, and implementing, donor- funded health programs in Zimbabwe.**

Attributes:

- **A passion for working with the less privileged communities, adolescent girls and young women, youths and the general populace ensuring access to basic services including health using strategies that empower them.**
- **Fluency in written and spoken English and willingness to learn.**
- **Dynamic, highly motivated with innovative ideas in developing sustainable programs that address key challenges at community level.**
- **Ability to think strategically, as well as a hands-on approach with regards to programme execution and administrative issues.**
- **Adapts own knowledge and experiences to the environment and diverse populations that work with FACT.**
- **Demonstrated experience in proposal writing, setting and managing operational plans and budgets.**

- Knowledge of performance evaluation techniques, data analysis and reporting.
- Demonstrates appropriate and excellent presentation skills with positive verbal and non-verbal communication.

How To Apply

How to apply:

1. Click **VIEW MORE INFORMATION BUTTON BELOW** and complete the form not later than **23 November 2022 COB**.

2. Send a detailed CV to **hr@fact.org.zw**

Please ensure that both steps are carried out to complete the application process. Candidates already residing in Hurungwe District are strongly encouraged to apply.

- FACT commits itself to protecting children whom its staff, volunteers as well as outsiders may get into contact with. The organisation’s mandate is to serve the best interest of all children through protection from abuse, harm and exclusion, child participation and development in all its programs.

- FACT is an equal opportunity employer which does not discriminate in terms of race, tribe, place of origin, political opinion, colour, creed, gender, pregnancy, HIV/AIDS status or, subject to the Disabled Persons Act [Chapter 17:01].

- FACT does not charge a fee at any stage of the recruitment process.

NB: Only short listed candidates will be notified.

Guest Relations Officers X 2

We are looking for vibrant and dynamic individuals to fill the above position.

Reporting to the Hospitality and Agro-Tourism SBU Manager, the incumbents will be responsible for providing high-quality service to Guest Customers. The incumbents will also be required to handle complaints and go the extra mile to make sure our guests are satisfied.

Duties And Responsibilities

Key Responsibilities

The incumbents’ key responsibilities shall include but not limited to: -

- Reviewing arrival lists to welcome guests.
- Attending to special guests (e.g. VIPs) and answering their inquiries.
- Helping to prepare welcome folders with collateral (e.g. room service menus, area descriptions).
- Providing information about amenities, area and venues and promoting services.
- Anticipating guest needs and building rapport with customers.
- Helping with certain tasks (e.g. confirming travel arrangements, taking messages).
- Addressing customer complaints and escalating to Guest Relations Manager when needed.
- Recording information in the logbook daily.
- Ensuring compliance with health and quality standards.

Qualifications And Experience

Minimum Qualifications & Experience

- Diploma or Certificate in Hospitality and Tourism Management is preferred.
- Proven experience as a Guest Relations Officer.
- Familiarity with hospitality and tourism industry standards.
- Proficiency in English; knowledge of additional languages is a plus.

Attributes

- Computer literacy.
- A customer-oriented and professional attitude.
- An outgoing personality.
- Outstanding communication abilities.
- Excellent organizational and time-management skills.

How To Apply

Applicants should submit their Application Letters clearly indicating the position applied for together with detailed Curriculum Vitae and Certified Copies of Certificates by not later than the **15th of November 2022** to: **agrorecruitment22@gmail.com**

Customer Experience Assistant (Receptionist)

We are looking for a vibrant and dynamic individual to fill the above position.

Reporting to the Customer Experience Specialist, the incumbent will be responsible for answering and transferring phone calls to employees, sorting, and delivering mail to employees and greeting walk in visitors when they arrive for inquiry or meeting appointments with management.

Duties And Responsibilities

Key Responsibilities

The incumbent’s key responsibilities shall include but not limited to: -

- Answering incoming telephone calls to determine the purpose of callers, and forward calls to appropriate personnel and departments.
- Greeting visitors/guests/members professionally and determine their nature and purpose of visit.
- Directing and accompanying visitors/guests/members to appropriate destination or waiting rooms.
- Monitoring visitors’ access and issues visitor pass.
- Collecting, sorting, distributing, and preparing correspondence, mail, messages, and courier deliveries.

- Creating and printing fax sheets, memos, mail, reports, and other documents.
- Taking and resolving complaints from customers and the public being positive to negative criticism.
- Maintaining the Reception area.

Qualifications And Experience

Minimum Qualifications & Experience

- 5 ‘O’ Level subjects including English Language.
- Diploma in Secretarial studies.
- At least 2 years’ experience.

Attributes

- Good interpersonal skills.
- A customer-oriented and professional attitude.
- Excellent verbal and written communication skills.
- Computer literacy.
- Good administrative skills.

How To Apply

Applicants should submit their Application Letters clearly indicating the position applied for together with detailed Curriculum Vitae and Certified Copies of Certificates by not later than the 15th of November 2022 to: agrorecruitment22@gmail.com

Administrative Assistant/ Assistant Registrar: Secretariat (1 Post)-Manicaland State University of Applied Sciences (MSUAS)

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

***NB:** Manicaland State University of Applied Sciences is an equal opportunities employer. In the interest of promoting gender parity, female candidates are encouraged to apply.

Vacancy : ADMINISTRATIVE ASSISTANT/ASSISTANT REGISTRAR – SECRETARIAT (1 POST)

Duties and Responsibilities

Providing administrative support to the Director University Secretariat.

Ensure the smooth day to day operations of the Secretariat Office by preparing documents for meetings.

Planning meetings and taking detailed minutes.

Developing an efficient filing system and committee meetings decision tracking mechanism.

Order office supplies.

Performing any other duties as assigned from time to time.

Desired Qualifications and Experience

First Degree in English and Communication/English/Public Administration or equivalent.

At least two (2) years post qualification hands on experience.

Masters Degree in English and Communication/English/Public Administration or equivalent is an added advantage.

Proven experience of minute taking, report and minute writing.

Excellent time management skills and ability to priorities work.

Outstanding organizational skills with the ability to multitask, verbal and written communication and proficiency in Microsoft office.

Job Application Details APPLICATIONS Interested candidates must submit six (6) sets of hardcopy applications, certified copies of certificates, transcripts, national identification (ID & birth certificate) and a detailed curriculum vitae giving full personal particulars including full name, place and date of birth, qualifications, date of availability, current salary, contact details, names and addresses of three referees addressed to: Director – HR, Monitoring & Evaluation Manicaland State University of Applied Sciences Bag 7001, Stair Guthrie Road Mutare By no later than 1400 hours on 18 November 2022. Applicants should clearly indicate the post being applied for on the application letter, and only shortlisted candidates will be communicated to

Credit Manager – National Foods Holdings Limited

Job SummaryNational Foods takes pride in developing and creating opportunities. We are thrilled to announce the opening of a Credit Manager vacancy in our NF Wholesale Unit. As the Credit Manager, you will be tasked with developing and implementing all necessary procedures and guidelines to ensure that the company’s credit policy is effectively followed.

Duties And Responsibilities

- In this role we will require you to deliver on the following key responsibilities:
- Overseeing the processing and verification of applications for credit and the solicitation for payment on overdue accounts.
- Investigating credit issues and suggesting payment options to be approve.
- Reviewing and coordinating collections and account reconciliation efforts, this includes past due invoices, on account payments and deductions.
- Ensuring collectors follow all protocols, laws, and regulations to collect payments efficiently.
- Acting as primary contact for area of responsibility with other departments and business units
- Reviewing and updating the company’s credit policy.
- Preparing of collection reports and any other related report
- Maintaining accurate debtors ageing

Qualifications And Experience

- To qualify for this role, you will require a bachelor’s degree in Accounting or Business Administration and at least four years’ experience two of which should be in a managerial/ supervisory position plus:
- The ability to work under pressure.
- The motivation to share acquired knowledge with subordinates.
- A solid understanding of lending procedures
- Job Application Details** How To Apply In return, National Foods offers you a dynamic set-up where your performance will be quickly recognized, and rewarded. The scope to grow your career is infinite as National Foods forms part of the Innscor Group of companies. To apply, please submit your CV to recruitment2@natfood.co.zw by Wednesday the 16th of November 2022

Publications Officer-Zimbabwe School of Mines (ZSM)

- Applications are invited from suitably qualified individuals to fill the position of Publications Officer which has arisen within the School. The successful candidate will be reporting to the Marketing and Corporate Affairs Manager
- Duties and Responsibilities**
- Responsible for the design of publications and institutional documents such as flyers, brochures, adverts
- Manage the institution’s prepress production processes, ensuring project tasks are delivered to agreed specifications and deadlines,
- Coordinate the document production and publications calendar
- Oversees all aspects of production, often of multiple publications; copy editing, fact checking, and quality assurance stages using design and publication-specific software tools;
- Ensure permissions standards for content and image are consistent and documented
- Coordinate post-production activities, such as mailing, mail house arrangements, and coordinating copyright registration and permissions activities.
- Oversee the video filming and photography and produce archives for the School
- Maintaining and uploading website content (adherence to the content calendar)
- Ensuring content is appropriately categorized and tagged and SEO optimized
- Organizes copy flow and coordinates multiple production schedules and printing deadlines;
- troubleshoots and remedies related issues;
- Provides text and technical service for developing and maintaining web pages and/or other forms of electronic communication;
- Ensure high standards across all our outputs (briefing papers, reports, factsheets, web copy, blogs, and multimedia content) by ensuring all outputs adhere to and uphold the ZSM brand.
- Edits all elements for style, substance, and organization. Reorganizes text to create consistency in grammar, format, and message. Recommends substantive editorial changes as needed.
- Reviews, proofs, and fact-checks all copy, and may perform layout work of a detailed and complex nature;
- Assist in writing, drafts, and/or edits, and submitting for final approval: press releases, articles, newsletter submissions, news stories, features, backgrounders, profiles, book chapters, marketing/advertising materials, indices, handbooks, bulletins, and/or scholarly works;
- Qualifications and Experience**

Degree in Information Technology & Communication.
Diploma in Commercial Art.
Experience in advertising and digital marketing.
IT literate.
2 years' experience in designing publications, and marketing.

Attributes
Good communication and interpersonal skills
Strong communication, relationship-building and leadership capability
Strong marketing and designing skills

Job Application Details To Apply Applications including a detailed Curriculum Vitae and certified copies of academic and contactable references should be submitted no later than the 22nd of November 2022, by email at humancapital@zsm.co.zw or The Human Capital Zimbabwe School of Mines Coghlan Avenue Extension Killarney Box 2745 Bulawayo

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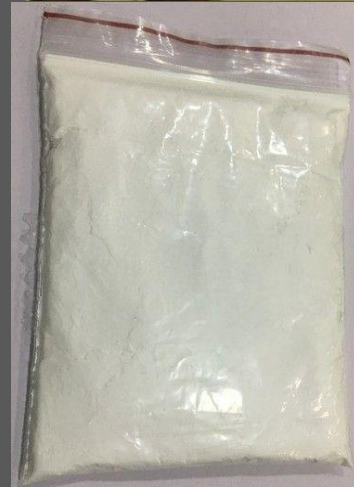


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