



# WE ARE RECRUITING

## BRANCH SUPERVISORS

(CHEGUTU & RUSAPE)



## DUTIES & RESPONSIBILITIES

1. Plan all branch activities in line with branch targets as informed by DFS strategy.
2. Organize all activities in line with the proposed action plans for the month broken down into weekly deliverables.
3. Lead the teams, through allocation of tasks, prioritization of tasks, and conduct performance reviews of the staff in accordance with key result areas
4. Implement approved cost containment strategies and conduct staff performance reviews in line with the proposed timeframes.
5. Compliance to SHE policy and safe working standards.



## QUALIFICATIONS

- **Minimum requirements**
  1. A first Degree from a recognized University is a MUST. Additionally, a degree in Marketing/Business studies will be an added advantage.
  2. A minimum of 3 years' progressive experience in a related position with an excellent reference of managing teams.
  3. Valid Driver's Licence
  4. Demonstrable knowledge of work processes

### Other requirements/competences Technical skills

- Communication skills
- Emotional intelligence
- Negotiating skills
- Knowledge of Computer packages e.g word, excel, powerpoint

**If you meet the above criteria, send on email to [tjasi@doves.co.zw](mailto:tjasi@doves.co.zw)/[gmukundwa@doves.co.zw](mailto:gmukundwa@doves.co.zw) by the 19th of April 2024.**

