



WE ARE LOOKING FOR CAPABLE TEAM PLAYERS

We are looking for an enthusiastic, self-motivated, and committed individuals to join our Dynamic Team for the positions below.

Finance Manager Commercial – Grade D3

The incumbent will be responsible to the Head Financial Reporting.

Basic Function

To develop and implement a financial accounting strategy within policy guidelines relating to internal controls and reporting.

Major activities of the job

- Cash flow planning and presentation through analyzing the unit's current cash position and projected cash inflows.
- Compiles and consolidate the unit's capital and expenditure budget annually in consultation with the Commercial Divisional Departments.
- Monitors and interprets Commercial Division cash flows and predicts future trends.
- Develops, maintains, and ensures compliance with internal financial and accounting policies and procedures.
- Coordinates and completes annual audits for the unit and identify training needs of the Divisional staff.
- Develops and maintains financial reports in line with Financial Reporting Standards, policies and guidelines.
- Prepares and present the Business Unit financial reports monthly for management's decision-making.
- Establishes foreign exchange losses or gains relating to foreign loan transactions as well as all taxes and related transactions for payment to ZIMRA.
- Prepares and exchange financial reports with International Telecom Administrators interconnected to TelOne for the purposes of settling bills monthly.
- Prepares creditors' and debtors' age analysis reports to facilitate settlement of bills weekly.
- Follow up outstanding bill payments with government and quasi-government institutions monthly.
- Completes related tasks as and when required.

Qualifications / Experience

- A Degree in Financial Accounting.
- Registered with Accounting Professional body like ACCA, Chartered Governance and Accountants Institute, Institute of Chartered Accountants Zimbabwe
- Qualified Chartered Accountant and Registered Public Accountant added advantage.
- Plus 5 years of relevant experience with two years at the Supervisory level.

Competencies

- Strong management and mentoring skills.
- Good communication and presentation skills.
- Good interpersonal skills with employees at all levels.
- Ability to analyze financial data and prepare accurate reports in a timely fashion.
- Ability to think strategically.

Finance Manager Corporate – Grade D3

The incumbent will be responsible to the Head Financial Reporting

Basic function

To develop and implement a financial accounting strategy within policy guidelines relating to internal controls and reporting.

Major activities of the job

- Responsible for the financial accounting control function within the Treasury Department.
- Contributes to and implements financial strategy.
- Responsible for the preparation and quality of financial accounts and reports, including the Sustainability Report and other financial-related Shareholder Communications.
- Interprets and implements changes to International Financial Reporting Standards and aligns TelOne Accounting Policies accordingly.
- Drives continuous improvement of financial controls and operational excellence through an area of supervision, including the rollout of new technologies and Systems.
- Prepares budgets and analyses and monitors the effect of operating, business environment, and budget or policy changes on the business unit's performance.
- Assists in deciding on the financial and business viability of new and existing projects and programs.
- Liaises with internal and external auditors and implements agreed audit findings.
- Oversees the accounts payable function.
- Oversees the treasury function.
- Ensures compliance with tax, legislative, and statutory requirements.
- Engage with external stakeholders including but not limited to financial Institutions, suppliers, and statutory authorities.
- Ensure compliance with Exchange control regulations.
- Ensures creditors' and debtors' reconciliations and age analysis reports are prepared in line with policies and procedures.
- Demonstrates high levels of technical proficiency related to this role.
- Have excellent decision-making skills and be able to escalate matters to senior management when required.
- Completes all related tasks as and when required.

Qualifications / Experience

- A Degree in Financial Accounting.
- Minimum pass ITC level and studying towards Chartered Accountant profession.
- Must be a member of the Institute of Chartered Accountants Zimbabwe (ICAZ).
- Qualified Chartered Accountant and Registered Public Accountant added advantage.
- Plus 5 years of relevant experience with two years at the Supervisory level.

Competencies

- Strong management and mentoring skills.
- Good communication and presentation skills.
- Good interpersonal skills with employees at all levels.
- Ability to analyze financial data and prepare accurate reports in a timely fashion.
- Ability to think strategically.

Loss Control and Forensic Services Manager – Grade D2

The Incumbent will be responsible to the Risk Executive.

Basic function

To co-coordinate effective and efficient loss control programs to protect TelOne telecommunication, information systems, and general infrastructure against external & internal attacks and abuse.

Major Activities of the Job

- Develops and implements loss control programs that protect TelOne infrastructure, financial resources, and any other resources against any criminally motivated and or negligent behavior so as to support service delivery.
- Develops and implements an appropriate forensic services plan that identifies all potential areas of revenue leakages, in the event of manipulation isolation of perpetrators and recommends appropriate remedial actions that include and are not limited to criminal & civil prosecution.
- Guides investigations into areas of breach for corrective action and harvesting key lessons for process improvements.
- Supervises and coordinates work outputs of a highly diversified team and aligns with the achievement of the business goals and objectives.
- Aligns the Loss Control and Forensic Services activities to the departmental capital and revenue budget at formulation.
- Ensures value for money arising from suppliers directly engaged at the instance of the department by taking all necessary steps to protect the interest of the business at all times.
- Champions the departmental innovation in the adoption and subsequent full utilization of the security technology to enhance the control environment through engraining lean management philosophy in loss control practice.
- Completes all related tasks as and when required.

Qualifications & Experience

- Bachelor's degree in Forensic Investigations; Financial Intelligence, Police Studies, Security, Law Enforcement, Criminology or related.
- A Master's degree in any business discipline is an added advantage.
- Police/ Military Training and investigations experience is a must;
- Hands-on experience in Criminal & procedural law for the purpose of case evaluation and management;
- Experience in commercial crime investigations in Telecoms or in high-transaction commercial entities is an added advantage.
- Clean Class 4 Driver's Licence.

Competencies

- High level of integrity and professionalism;
- Strong interpersonal and team-building skills;
- Excellent oral and written communication skills.
- Organization and presentation skills; and
- Analytical and attentive to detail.

Senior Information Systems Auditor - D1

The Incumbent will be responsible to the Information Systems Audit Manager.

Basic Function

Provides independent assurance and consultancy services to the business through reviews of systems of control, governance, and risk management processes in a disciplined and systematic manner.

Major activities of the job

- Supervises the daily activities of Information Systems auditors for the implementation of sound controls to prevent fraud and error.
- Ensures that IT audit practices comply with auditing standards and company procedures.
- Promotes efficient practices by recommending improvements in processing capability, user interface, and security designs of the ICT network.
- Evaluates Information Systems practices to safeguard the company's resources.
- Ensures that the company has adequate computer application controls to meet business objectives and customer needs.
- Conduct risk assessments and identify controls in place to mitigate identified risks.
- Analyzes and tests the effectiveness and efficiency of the control environment.
- Sets and review performance targets quarterly for the IS Auditors.
- Carries out research on the latest audit techniques and methods and advises the Internal Audit Manager as and when necessary.
- Completes all related tasks as and when required.

Qualifications / Experience

- A BSc Degree in Information Technology / Computer Science/ Information Systems or related.
- Certified Information Systems Auditor (CISA)
- At least 3 years' proven experience working as an Information Systems Auditor.

Competencies

- Strong business acumen, management, and analytical skills.
- Good understanding and awareness of cyber security trends and hacking techniques.
- Ability to think strategically and translate insights into action.
- Ability to multi-task and manage multiple priorities.
- Clean class 4 driver's license.
- Strong computing and analytical skills.

Assistant Accountant Finance – Grade C3

The incumbent will be responsible to the Accountant Finance.

Basic Function

Assists in the review, internal control assessment compliance assessment; completeness of the trial balance, and preparation of monthly management reports, monthly reconciliations, and annual financial statements. Preparation of daily, and monthly liquidity reports and other ADHOC reports as and when required.

Major activities of the job

- Assists the Accountant to create and maintain the company's charts of accounts.
- Assists with the scheduling and synchronizing of the accounting cycle in accordance with key reporting dates (Executive Committee meetings and Board Meetings)
- Assists in the Compilation of the annual financial statements according to International Financial Reporting Standards.
- Assists the Accountant with the collation of the annual audit file including reconciliations and supporting schedules.
- Performs and monitors key financial ratios and notes any deviations from normal trends.
- Maintains the fixed asset register to ensure information is relevant and up to date.
- Effect and monitor company asset transfers disposal and acquisitions.
- Reconciles assets under the construction register to ensure correct classifications.
- Maintains short-term investment schedules in accordance with investment policy.
- Prepares loan amortization schedules and posts the capital amounts finance charges as classified.
- Assists in designing and documenting accounting policies and procedures
- Reviews the work of subordinates for completeness and accuracy.
- Completes related tasks as and when required.

Qualifications/Experience

- Bachelor's Degree in Financial Accounting / Financial Intelligence
- Exposure to International Financial Reporting Standards; Tax and Regulatory Legislation and advanced Excel skills
- Professional Accounting certification is an added advantage

Competencies

- Highly motivated, passionate energetic, action-orientated self-starter
- Ability to collect, interpret, and/or analyze complete data and information.
- Working knowledge and understanding of the basic principles, theories, concepts, standards, and practices in Finance
- An understanding of business financial concepts with the ability to conduct basic financial analyses.
- Ability and capability to meet deadlines.

Public Relations Officer x 2 – Grade C3

The incumbents will be responsible to the Head of Corporate Communications.

Basic Function

Responsible for Corporate brand visibility and managing perception about the organization, stakeholder management including internal communication, event management, media liaison, and publicity.

Major activities of the job

- Develops relevant messages and articles for specific platforms.
- Coordinates press conferences and all media functions.
- Initiates and coordinates internal and external stakeholder engagement activities.
- Produces weekly, monthly, and quarterly bulletins and magazines.
- Co-ordinate and support corporate and departmental events
- Identify and manage relevant stakeholders
- Generates and manages all alternative media platforms including website
- Coordinates the implementation of defined areas of corporate social investment.
- Monitors the media for TelOne and competition-related news and trends and keeps a library of all such articles.
- Completes related tasks as and when required.

Qualifications / Experience

- Degree in Media, Journalism; English and Communication or related
- 5 O' Levels including English and Maths/Accounts
- 2 years' journalism experience is a **must**.
- At least a year's public relations experience is an added advantage.

Competencies

- Excellent writer
- Good appreciation of current affairs
- Good networking and interpersonal skills
- Preparedness to work under pressure
- Good command of the English language both written and spoken
- Good computer and social media skills.

Librarian – Grade C2

The incumbent will be responsible to the General Manager TCFL.

Basic Function

To provide creative leadership in the development of library services; support the teaching, learning and research of the institution as well as overseeing all aspects of library operations.

Major activities of the job

- Oversees the development, implementation, and evaluation of the library's short and long-term strategic plans, programmes, and services in support of the College mission and goals;
- Initiates and oversees the development, interpretation, communication and implementation of library policies and procedures;
- Oversees management of library resources, including developing plans for the allocation of resources;
- Examines book reviews, publishers' catalogs, and other selection tools in order to

- recommend information resources to be added to the collection;
- Initiates the formulation, implementation, and review of e-library policies;
- Recommends the selection, acquisition, and installation of appropriate hardware and software for the library system;
- Initiates the construction, development, and maintenance of the library website;
- Serves on several committees and liaises with academic staff, students, the TCFL community, and bonafide researchers outside the college membership.
- Ensures that the Library has adequate and relevant books and other reading materials;
- Leads in the mobilization of financial resources for the Library by ensuring the development and implementation of strategies or initiatives for generating and attracting revenue from internal and external sources;
- Completes related tasks as and when required.

Qualifications / Experience

- Degree in Library and Information Science or equivalent from a reputable University
- A postgraduate qualification or master's degree in Library and Information Science is an added advantage.
- A minimum of five (5) years of hands-on experience in an academic institution or research Institution is a requirement.

Competencies

- Ability to equip users with information literacy skills.
- Capacity to support institutional research and development and innovation thrust of the college.
- Capacity to mobilize resources for the library in particular and the college in general.
- Analytical, organizational, and interpersonal skills.
- Good and effective business communication skills.

Forensic Investigations Officer – Grade C1

The incumbent will be responsible to the Senior Forensic Investigations Officer.

Basic function

To investigate all cases perpetuated against TelOne with a view to prevent future recurrence and recovery of losses suffered by the business.

Major activities of the Job

- Carries out fraud risk assessments through the use of appropriate tools and technologies so as to identify areas of possible leakages requiring deeper reviews.
- Carries out investigations in both criminal and civil cases as may be reported or detected through data analytics.
- Prepares detailed and evidence-based forensic investigation reports for use by the courts of law, internal disciplinary processes, insurers, internal legal advisors as well as defense councils.
- Carries out awareness campaigns on how fraud can be perpetrated and prevented within the business so as to increase ethical conduct and improve the control environment.
- Picks critical learning points from all investigated cases to enhance the overall control environment that promotes TelOne as a learning organization.
- Maintains close liaison with the police, prosecution, Loss Adjusters, insurance brokers, business management any other relevant security agencies on issues related to crime management.
- Completes related tasks as and when required.

Qualifications and Experience

- Bachelor's Degree in Forensic Investigations, Financial Intelligence, Police Studies/Science Security or equivalent.
- Police Investigations training and experience is a requirement.
- Knowledge of procedural law is an added advantage.
- Experience in commercial crime investigations in Telecoms or in high-transaction commercial entities is an added advantage.
- Clean Class 4 Driver's Licence.

Competencies

- High level of integrity and professionalism;
- Strong interpersonal and team-building skills;
- Excellent communication, organization, and presentation skills; and
- Analytical and attentive to detail.

Administration Officer (Audit & Risk) - Grade C1

The incumbent will be responsible to the Loss Control & Forensic Services Manager

Basic Function

Undertakes and provides financial accounting and administrative activities for Audit and Risk Departments as well as facilitating logistical services to ensure efficient service delivery.

Major activities of the Job

- Formulates joint departmental yearly budgets and ensures the same are aligned to departmental activity plans.
- Processes procurement requests for the department in line with approved allocations and expenditure thresholds so as to manage budget overruns
- Processes all contractual payments and performs monthly reconciliations.
- Tracks all major cost drivers and seeks justification and agrees on mitigation strategies.
- Ensures proper maintenance of the department's asset register and ensures all acquisitions and disposals are well accounted for and aligned to the main corporate asset register.
- Undertakes monthly vehicle utilization, fuel usage, and status tracking to ensure all damages have been reported and board of inquiries done.
- Ensures that all the departmental accounting records and transactions are in order and comply with accounting standards.
- Ensures that Travelling and subsistence allowance is issued out to facilitate assignments, cleared as per policy, reconcile the appropriate folios, and produce monthly reports;
- Maintains vacation, occasional, sick, and other forms of leave records for the whole department.
- Completes related tasks as and when required.

Qualifications and Experience

- A Financial Accounting Degree
- Any professional accounting qualification e.g. ACCA, or CIS is an added advantage.
- A minimum of 3 years' experience working in an accounting environment.

Competencies

- Knowledge of the SAP accounting system;
- Attention to detail with accounting figures; and
- Good report writing.

Loss Controller (TCFL & Midlands) – Grade B2

The incumbent will be responsible to the Loss Control Officer.

Basic Function

To protect TelOne assets in designated areas through security contract supervision, intelligence gathering, monitoring, and follow-up on all intelligence gathered from the security electronic systems.

Major activities of the Job

- Ensures that all business trading points within his/her designated area are adequately secured to avoid all forms of losses.
- Gathering all security intelligence within the area relating to TelOne so as to enhance security management practices.
- Attends all scenes of crime within his/her area and gathers and preserves all necessary evidence to enhance further investigations
- Supervises all security services within the area and ensures quality service delivery.
- Become a point person in the designated area for liaison with local law enforcement agencies.
- For the TelOne Centre for Learning (TCFL) applicant to manage the campus security.
- Completes related tasks as and when required

Qualifications and Experience

- Diploma/Certificate in security/investigations/ risk Management issued by a recognized training institution (All Staff College certificates of 6 months plus are recognized.)
- Military or Police Training or equivalent
- Experience acquired from a university/ college campus security is required for TelOne Centre for Learning (TCFL) applicants
- 5 'O' Levels including English and Mathematics
- Clean Class 4 Driver's Licence with a clean record of service.

Competencies

- High level of integrity and professionalism.
- Strong interpersonal and team-building skills.
- Excellent communication, organization and presentation skills.

How to Apply

If you wish to be considered for the above post, please apply using the following email careers@telone.co.zw not later than 24 October 2023. ***Please note that Canvassing will disqualify applicants and communication will be made to shortlisted candidates only.***