

Zimbabwe School Examinations Council

Examinations Centre, Upper East Road, Mount Pleasant

P.O. Box CY 1464, Causeway, Harare, Zimbabwe

All communications should be addressed to: The Director, Zimbabwe School Examinations Council

Telephone: +263 (0)242302623/4, 304552, Telegraphic address: "ZIMSEC"

Facsimile: +263 (0)242 302288; 339080; 333889 • www.zimsec.co.zw

13 May 2025

Dear Mr. John Doe

CONTRACT OF EMPLOYMENT

ZIMSEC ASSISTANT CLUSTER MANAGER (O & A LEVEL) JUNE 2025 EXAMINATIONS

1. APPOINTMENT

1.1 The Zimbabwe School Examinations Council (ZIMSEC) hereby commissions you to participate in the administration and supervision of national examinations as Assistant Cluster Manager. Your role shall be to assist the Cluster Manager in executing the responsibilities outlined in this contract.

1.2 The contract for the Assistant Cluster Manager shall commence on 01 M06 2025 and end on 30 M06 2025.

1.3 You shall work under the guidance and supervision of the ZIMSEC Regional Manager through the Cluster Manager of the Centre to which you are assigned.

1.4 The Council may require you to use your own vehicle or provide a Council-assigned vehicle for duty execution. If using a personal vehicle, ZIMSEC vehicle usage policies and reimbursement conditions shall apply.

2. DUTIES AND RESPONSIBILITIES

You are expected to assist in the administration of examination activities within the cluster and perform the following duties:

1. Assist in maintaining a register of all Centres serviced by the cluster.
2. Ensure that the Cluster Centre remains secure and that all examination materials are protected from tampering, damage, or loss.
3. Assist in receiving and verifying question papers for all centres within the cluster.
4. Assist in receiving question paper verification reports from each Centre, confirming quantities and the integrity of the received envelopes.

5. Assist in retaining the official question paper dispatch list from each Centre for proper script collection.
6. Report any material shortages immediately to the ZIMSEC Regional Office.
7. Assist in managing the cluster question paper dispatch control sheet for each Centre.
8. Assist in overseeing the question paper integrity control sheet for all centres.
9. Assist in operationalizing the three-tier key holding arrangement throughout the examination period.
10. Manage the script envelope control sheet to ensure proper usage and accountability.
11. Log and account for all answer scripts as received from centres.
12. Ensure adherence to script turn-in deadlines and immediately report any irregularities.
13. Verify that all scripts correspond with their respective question paper dispatch lists for accuracy.
14. Confirm that all scripts for registered subject components are submitted as required.
15. Ensure that scripts are properly packed by subject before collection by ZIMSEC.
16. Perform any other duties assigned by the Cluster Manager, ensuring full compliance with ZIMSEC policies and guidelines.

3. PAYMENTS AND ALLOWANCES

3.1 The Council shall pay a daily stipend of USD 20 per working day for the duration of the contract. Additionally, you shall receive the following allowances:

Lunch: USD 7 per day

3.2 The Finance Department shall process advance payments equivalent to 50% of the total allowances at the start of the contract. The balance shall be paid upon completion of the assignment, subject to submission of a signed Regional attendance register, verifying full participation in daily duties.

3.3 Payment Method: All payments shall be processed through the bank, and bank details must be submitted for seamless transactions.

3.4 Work-Based Payment Rule: The Council shall only pay the agreed sum for actual workdays where the employee reports to work and performs assigned duties for the full day. Any partial work or unauthorized absenteeism may result in payment deductions.

3.5 Tax Deductions: ZIMSEC shall deduct applicable income tax in accordance with the provisions of the Finance (No. 2) Act, 2024 and any other tax regulations in effect.

4. DISPUTE RESOLUTION

4.1 Any disputes or grievances arising from this contract shall first be resolved internally through ZIMSEC's dispute resolution mechanisms, including engagement with the Regional Manager.

4.2 If unresolved, disputes may be escalated to ZIMSEC Human Capital Department for mediation before seeking external legal intervention.

5. CONFIDENTIALITY AND CODE OF CONDUCT

5.1 The Assistant Cluster Manager shall maintain strict confidentiality regarding all examination materials, scripts, and related processes.

5.2 Any breach of confidentiality or failure to comply with the ZIMSEC Code of Conduct shall be grounds for disciplinary action, termination, and legal liability where applicable.

6. TERMINATION CLAUSE

6.1 In terms Section 12(4) of the labour act 28:01), either party may terminate this contract within 24hours (One day) with a written notice.

6.2 If terminated due to misconduct or policy violations, payments may be withheld pending investigation.

The Council reserves the right to terminate this contract with immediate effect in cases of serious misconduct, fraud, negligence, or security breaches affecting national examinations.

S. Malamba

Director- Human Capital

ZIMBABWE SCHOOL EXAMINATIONS COUNCIL

I, John Doe ID No. 12345678A

have read and understood the contents of this contract of employment and

Accept these conditions.

Signature: _____ Date: 25 M08 2025

Witness: Jane Smith Next of Kin Cell: 0771234567

Signature: _____ Date: 25 M08 2025

ZWG BANKING DETAILS

Name: John Doe

Name of Bank: ZB Bank

Branch: Harare Main

Account Number: 1234567890

Signature: _____