



**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:  
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[www.zimsec.co.zw](http://www.zimsec.co.zw)

27 August 2025

Dear Mrs Chirwa Rudo

## **CONTRACT OF EMPLOYMENT**

### **ZIMSEC RESIDENT MONITOR (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 Resident Monitor.

1.2 The contract for the Resident Monitor shall have a duration of 7 days, including weekends, commencing on 14 M09 2025 and ending on 06 M10 2025.

1.3 You shall report to and work under the guidance and supervision of the ZIMSEC Regional Manager, who shall oversee issues relating to your duties.

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**

The Resident Monitor is responsible for ensuring the integrity and security of the examination administration process and shall perform the following duties:

1. Inspect the cluster storage facility for compliance with security protocols and specifications.
2. Maintain custody of the ZIMSEC key (3rd Key) as part of the three-tier key holding arrangement for access to the storage facility.
3. Compile a list of Examination Committee members authorized to collect and deliver examination materials for each Centre serviced by the cluster.
4. Monitor and supervise the delivery, verification, and storage of question papers and stationery received at the cluster Centre.
5. Record any material shortages or surpluses identified during the question paper verification exercise.

6. Witness the completion of question paper shortage request forms for submission to the Regional Manager.
7. Monitor and verify the distribution of question papers, ensuring centres collect the correct papers to prevent premature opening.
8. Monitor the use of script envelopes to prevent misuse or unauthorized distribution.
9. Oversee the activities of supervisors and invigilators, ensuring compliance with regulations governing the conduct of examinations.
10. Cross-check with the examinations timetable to ensure all centres submit scripts for scheduled and written components.
11. Record and report any cases of malpractice occurring at the Centre and immediately alert the ZIMSEC Regional Manager.
12. Maintain strict confidentiality and diligence in handling examination materials and enforcing correct processes and procedures.
13. Monitor transactions and processes taking place at every stage within the cluster.
14. Prepare and submit a detailed Resident Monitor report at the end of the examination program.
15. Perform any other duties delegated by the Regional Manager, ensuring full compliance with ZIMSEC policies and guidelines.

### **3. PAYMENTS AND ALLOWANCES**

3.1 The Council shall pay a daily stipend of USD 50,00 per working day for the duration of the contract. Additionally, you shall receive the following allowances:

Accommodation: USD 0 per day (if applicable)

Breakfast: USD 5,00 per day

Lunch: USD 20,00 per day

Dinner: USD 0 per day

3.2 Resident Monitors working at another school within their locality shall not claim accommodation but will be entitled to claim transport costs, breakfast, lunch, and dinner at rates stipulated in the contract.

3.3 Resident Monitors deployed outside a 40km radius from town shall be entitled to claim transport costs, breakfast, lunch, dinner, and accommodation at rates stipulated in the contract.

3.4 The Finance Department shall process advance payments equivalent to 50% of 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.

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

3.6 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.

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

#### **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, Chirwa Rudo ID No. 41176308T76

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

Accept these conditions.

Signature: \_\_\_\_\_ Date: 27 M08 2025

Witness: Next of Kin Cell:

Signature: \_\_\_\_\_ Date: 27 M08 2025

### **ZWG BANKING DETAILS**

Name: Chirwa Rudo

Name of Bank: BANCABC

Branch: BANCABC(ALL BRANCHES)

Account Number: 32244

Signature: \_\_\_\_\_