

INTERNAL VACANCY NOTICE NUMBER 3 OF 2025

POST A: NATIONAL STATISTICS SYSTEMS COORDINATION MANAGER - GRADE E4

Job Purpose

The NSS Coordination Manager reports to the Director of Statistical Services and is responsible for implementing the National Strategy for the Development of Statistics (NSDS) from our Head Office. This role is critical for ensuring data quality, promoting inter-agency collaboration, and managing the monitoring and reporting of national and international development goals like the Sustainable Development Goals (SDGs). We are seeking a candidate with strong analytical, communication, and managerial skills.

Key Responsibilities and Duties

- Coordinating the designing, implementation, and evaluation of the National Strategy for the Development of Statistics (NSDS).
- Managing and coordinating the National Statistical System (NSS) in close collaboration with Ministries, Departments, and Agencies (MDAs).
- Leading the coordination of NSS stakeholder meetings and facilitate ZIMSTAT's participation in relevant Thematic Working Groups and Technical Committees.
- Overseeing the management and maintenance of the Sustainable Development Goals (SDG) Data Portal.
- Preparing and compiling progress reports on SDG monitoring.
- Supervising the production of official statistical publications, including the Quarterly Digest of Statistics and the Compendium of Statistics.
- Ensuring the adoption and compliance of the National Data Quality Assurance Framework (NDQAF) across the NSS.
- Acting as a key representative for the Agency at national, regional, and international meetings, workshops, and exercises.
- Building and maintaining effective relationships with national and international partners to promote data-driven decision-making.
- Preparing comprehensive monthly, quarterly, and annual progress reports for management.
- Developing and managing the annual budget for the unit.
- Participating in the supervision and management of ZIMSTAT projects.
- Conducting continuous performance management for sectional staff, including setting clear key performance indicators (KPIs), providing regular feedback and coaching, and conducting formal performance evaluations to ensure alignment with ZIMSTAT's mandate and objectives.
- Ensuring sectional compliance with ZIMSTAT's Employment Code of Conduct and procedures, handling all staff disciplinary matters in accordance with established policies.

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Qualifications, Experience and Attributes

- A Bachelor's Degree in Economics, Statistics, Mathematics, or any relevant degree from a recognized university.
- A Master's Degree in a relevant discipline is mandatory.
- A minimum of six (6) years of post-qualification experience in a relevant field, preferably in statistical coordination, data management, or a related sector.
- Proven leadership, people management, exceptional verbal, written, and presentation skills.
- Strong analytical and problem-solving abilities.
- High level of integrity, professionalism, and the ability to work effectively as part of a team.
- Proficiency in computer applications, including data management and statistical software.
- A clean Class 4 Driver's License is required.

POST B: CARTOGRAPHER - GRADE D3

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Job Purpose

The role is responsible for collating all aspects of our spatial data life cycle, from acquisition to analysis and application development. This role is critical in enhancing the accuracy, efficiency, and outreach of all national statistical activities.

Key Responsibilities and Duties

- Collecting and acquiring of spatial data from various sources, including remote sensing imagery, GIS databases, and field surveys.
- Assisting in the development and enforcement of protocols for data cleaning, validation, and quality control to ensure accuracy, completeness, and consistency.
- Utilizing remote sensing image processing techniques to interpret and classify imagery, extracting valuable information about the Earth's surface.
- Assisting in the designing, development, and maintenance of GIS applications and web-based solutions for mapping and data visualization.
- Overseeing the implementation and maintenance of all GIS solutions, ensuring they meet the needs of internal and external stakeholders.
- Serving as a training coordinator and providing support in training to ZIMSTAT staff and other stakeholders on GIS applications and systems.
- Leading a team of GIS professionals, including GIS Support Technicians, providing technical support, troubleshooting, and maintenance for all GIS systems.

Qualifications, Experience and Attributes

- A First degree in Geography, GIS, Environmental Science or any related field.
- A Master's Degree is an added advantage.
- A minimum of two years of progressive professional experience in a GIS-related role.
- Extensive experience with GIS software (ArcGIS, QGIS), database management systems).
- Excellent computer, word processing and strong analytical and report writing skills.
- Competences in spatial statistics and demonstrated expertise in spatial analysis, remote sensing, and application development.
- Proven ability to manage large geospatial databases.

POST C: EXECUTIVE ASSISTANTS X 2: GRADE D3

Job Purpose

The Executive Assistant is responsible for planning, organizing, and coordinating administrative and operational activities for the Director at Head Office. The goal of this role is to ensure the delivery of excellent service to clients and stakeholders. The Executive Assistant serves as the primary point of contact for all matters related to the Director's office.

Key Responsibilities and Duties

- Acting as a liaison for the Director, managing all communications, including screening and prioritizing incoming calls and emails.
- Drafting and proofreading professional documents such as reports, speeches, presentations, and memos.
- Managing the Director's daily calendar, including scheduling meetings, confirming appointments, and coordinating travel arrangements.
- Organizing and coordinating executive meetings, workshops, and other activities, ensuring the Director is well-prepared with all necessary materials like agendas, reports, and minutes
- Providing high-level administrative and secretarial support to ensure key tasks and initiatives are accomplished efficiently.
- Managing confidential corporate documents and files with the utmost discretion.
- Screening visitors and providing quality control for documents submitted for the Director's signature.
- Assisting in coordinating departmental inputs for the Director's reports and position papers.
- Facilitating the implementation of the Director's program of activities, track action points from meetings, and ensure clear communication and follow-up on key decisions.

Qualifications, Experience and Attributes

- A first Degree in Office Management, Administration, Business management or equivalent.
- Candidates must have at least two years of experience in a similar position.
- Expert-level proficiency in MS Word and MS PowerPoint is essential, along with intermediate skills in MS Excel.
- Strong organizational skills and the ability to manage multiple tasks seamlessly with attention to detail.
- Exceptional interpersonal skills and the ability to build relationships with internal and external stakeholders, including high-profile professionals.
- A high degree of maturity, integrity, and professionalism is expected, along with emotional maturity and a proactive approach to problem-solving.
- Excellent written and verbal communication skills are a must

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How to Apply?

Interested and qualified candidates should submit an application letter, a current CV, and certified copies of their qualifications. Please clearly indicate the post you are applying for, online through the ZIMSTAT website: www.zimstat.co.zw not later than 25 September 2025.

ZIMSTAT is committed to diversity and is an equal opportunity employer. We particularly encourage applications from women.

