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Applications are invited from suitably qualified and experienced persons to fill the following vacancies that have arisen in the Agency;

### **POST 1: DEPUTY DIRECTOR - IT**

Reporting to the Director-General, the **Deputy Director-IT** will be responsible for the provision of overall leadership and direction to the Information Technology Department to ensure the provision of effective and efficient Information and Communication Technology (ICT) Services to the Agency.

#### **Qualifications and Experience**

- First Degree in Information Technology, Information Systems, Computer Science or equivalent.
- A relevant Master`s Degree or higher qualification is a must.
- Accredited certifications in CEH, CISSP, ISO 27001 or CT Security.
- At least 5 years' relevant experience at managerial level.

#### **Person specification**

- Sound technical knowledge of IT operations, systems, hardware and infrastructure development.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills to facilitate collaboration with users.
- Strong leadership and project management skills.

#### **Duties and Responsibilities**

- Formulation and implementation of Information and Communication Technology Strategy and operational governance processes to enable the fulfilment of the mandate of the Agency.

- Reviewing and restructuring of functions in the Information Technology Department to support the strategy and meet the requirements of various user divisions.
- Development, implementation and continuous review of the Agency ICT Policy in line with changes in business trends.
- Production of a comprehensive Risk Management Plan with appropriate mitigatory measures including a disaster recovery plan to ensure continued availability, accessibility, confidentiality and security of national data.

## **POST 2: PROCUREMENT MANAGER**

Reporting to the Director-General, the **Procurement Manager** will be responsible for the development, management and implementation of all procurement policies and activities for the Agency.

### **Qualifications and Experience**

- First Degree in Purchasing and Supply or equivalent.
- A relevant Master's degree or higher qualification is a must.
- Must be a member of the Chartered Institute of Purchasing and Supply (CIPS).
- At least 5 years past experience in a Public sector entity.

### **Person specification**

- Knowledge of Public procurement and Disposal of Public Assets Act. (Chapter 22:23)
- Experience in management of tender processes.
- Ability to exercise procedural and distributive justice in awarding contracts
- Ensure procurement decisions are based on authentic information and made in good faith for the best interest of the Agency.

### **Duties and Responsibilities**

- Preparing procurement plans in line with the Agency's annual budget.
- Managing all procurement processes.
- Ensuring compliance with Procurement Regulatory Authority requirements and liaising with them on issues concerning procurement.
- Preparing and submitting of procurement reports to the Director-General.
- Ensuring the procurement process and bidding process is in compliance with the provisions of the Public Procurement and Disposal of Public Assets Act. (Chapter 22:23)
- Implementing appropriate procuring methods.

## **POST 3: 3 x INTERNAL AUDITORS (Financial) and 1x IT AUDITOR**

Reporting to the **Manager Internal Audit**, the Internal Auditor will assist the organisation accomplish its objectives by carrying out audits in a systematic, disciplined approach through evaluating the effectiveness of risk management, internal controls and

governance issues.

### **Qualifications and Experience**

- First Degree in Auditing/Accounting/Information Systems/ACCA/CIS/.
- CIA/CISA/CFE a must.
- At least 3 years Internal Audit experience.

### **Person specification**

- Sound knowledge of the Sage Pastel Accounting System and excel.
- Assertiveness and well developed presentation and communication skills.
- Ability to work under pressure.
- High level of integrity, analytical skills and professional ethics.

### **Duties and responsibilities**

- Carry out Audits for ZIMSTAT in line with the Internal Audit Plan and in accordance with the Institute of Internal Audit Standards of best practice.
- Review the adequacy of internal controls and recommend improvements for adoption by the Agency to ensure effectiveness of any system in the organisation.
- Ensure that corporate governance practice such as policies, procedures and guidelines as designed by management are adequately managed.
- Make input into the Audit Work Plan that encompasses the organisation auditable activities to ensure every auditable activity has been covered especially in all provincial offices.
- Compile final audit reports that incorporate adequate management responses to audit findings and recommendations for review by the Internal Audit Manager to make informed decisions.
- Execute the approved Audit Work Plan by visiting the provincial offices of ZIMSTAT and carrying out planned audit assignments to ensure a risk free environment and compliance.
- Plan, implement, monitor, and upgrade security measures for the protection of the organisation's data, systems, and networks.
- Conduct efficient and effective IT audit procedures.
- Communicate complex technical issues in simplified terms to the relevant staff.
- Clear understanding of IT audit methodologies.
- Examine internal IT controls, evaluate the design and operational effectiveness, determine exposure to risk, and develop remediation strategies.

Interested candidates should submit applications with detailed CVs and certified copies of academic and professional qualifications to the **Director – General**,

**Zimbabwe National Statistics Agency(ZIMSTAT)**  
**20<sup>TH</sup> Floor, Kaguvi Building**  
**Corner Simon Muzenda Street and Central Avenue**  
**P.O.Box CY 342**  
**Causeway, Harare**

Closing Date for the submission of applications is 26 April 2021.