



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

1. Deputy Director – Human Resources

Reporting to the Director – Human Resources, the Deputy Director will be responsible for drafting and recommending human resource policies and procedures; He will also assist the Director in crafting the Agency's Human Resources Strategy.

Key Accountabilities

- Handling all human resources issues including recruitment and selection, performance management, reward management, employee retention, employee grievances, employee welfare and industrial relations.
- Interpretation of the Labour Act, Human Resources manuals and procedures.
- Human Resources Planning.
- Compilation of monthly, quarterly and annual Human Resources management reports.
- Supervising Human Resource Officers

Qualifications, Experience and Attributes

- A Master's Degree in Human Resources Management or related field of study from a recognized University.
- 5 years' working experience at a senior level in a Human Resources Generalist role
- Membership of relevant professional bodies is an added advantage
- Knowledge of the Labour Act and other relevant legislation;
- Good interpersonal skills;
- Proficiency in MS Office.

2. Systems Engineer

Reporting to the Deputy Director-IT the **Systems Engineer** will be responsible for monitoring and maintaining computer systems and networks (IT infrastructure).

Key Accountabilities

- Providing technical support across the Agency.
- Performing disaster recovery operations and backups.
- Monitoring overall network performance.
- Providing automation and customization of accounting and HR systems
- Installation and configuring computer hardware and software.

Qualifications, Experience and Attributes

- A Bachelor's degree in Computer Science or equivalent from a reputable university.
- A Master's degree in the relevant field is an added advantage.
- At least 3 years' proven work experience in installing, configuring troubleshooting, virtualizing, containerization and website development.
- Proficiency in packages such as Tomcat, Apache, NGINX, VMware Virtual Box Pastel or HR systems.
- Good interpersonal skills.

3. Procurement Officer

Reporting to the Procurement Manager the Procurement Officer will be responsible for Procurement process and maintenance of all procurement records.

Key Accountabilities

- Ensuring compliance with Procurement Regulatory Authority of Zimbabwe.
- Sourcing and developing good relationships with suppliers in order for the Agency to acquire goods and services at advantageous terms which include value for money, cost savings and best quality services.
- Administering supplier contracts.
- Procurement of the Agency's goods and services.

Qualifications, Experience and Attributes

- Honours Degree in Purchasing and Supply or equivalent.
- Must be a member of the Chartered Institute of Purchasing and Supply (CIPS).
- At least 3 years post qualification experience in a public sector entity
- Excellent problem solving and judgment skills and high level of attention to detail and accuracy
- Ability to handle and prioritize multiple tasks

4. Payroll Administrator

Reporting to the Deputy Director – Human Resources, the Payroll Administrator will be in charge of the Agency’s payroll and related services.

Key Accountabilities

- Preparing and processing of the payroll
- Reviewing and ensuring accuracy of approved deductions and other special payroll deductions
- Establishing and maintaining payroll records and ensuring that employee changes are entered correctly
- Preparing monthly payment reports
- Ensuring that monthly payroll reconciliations are done
- Ensuring that all remittances are processed correctly and on time to avoid penalties
- Ensuring that all payroll related payments are paid in time and that relevant information is readily available for decision making

Qualifications, Experience and Attributes

- A Bachelor’s degree in Human Resources Management, Accounting or related fields from reputable institutions
- A minimum of three years’ experience in payroll administration
- Excellent skills in MS Word and Excel
- Strong skills in an integrated and automated payroll accounting system
- Ability to maintain confidentiality and exercise extreme discretion
- Excellent problem solving and judgment skills and high level of attention to detail and accuracy
- Ability to handle and prioritize multiple tasks

5. Statisticians (6 Posts)

Key Accountabilities

- Analyzing and cleaning data, conducting quality control checks in data collection, coding, editing and processing
- Drafting survey instruments, work plans, tabulation of statistical systems.
- Participating in national, regional and international conferences and workshops

Qualifications, Experience and Attributes

- A Bachelor’s Degree in Economics, Statistics, or related field of study from a recognized University
- A Master’s degree in the relevant field is an added advantage.
- High level of integrity and confidentiality
- Excellent communication and interpersonal skills

- Highly organized with keen attention to detail
- Computer literacy

6. Registry Supervisor

Key Accountabilities

- Ensuring the safe custody and maintenance of all official Agency documents
- Ensuring that client records are kept confidentially and used only for official use
- Ensuring completeness of all records and advising management on good retention procedures
- Tracking the movement of files and ensuring that no record or file leaves the registry without proper authorization
- Ensuring that registry procedures are followed strictly to avoid damage or loss of documents or other related risks

Qualifications, Experience and Attributes

- A Bachelor's degree in Library and Information Science, Records Management or related fields
- High level of integrity and confidentiality
- Ability to work independently with minimum supervision
- Excellent communication and interpersonal skills
- Highly organized with keen attention to detail
- Computer literacy

7. Human Resources Officers (2 posts)

Reporting to the Deputy Director, Human Resources, the **Human Resources Officer** will be responsible for all HR activities including recruitment and selection, salary processing and employees' welfare

Key Accountabilities

- Assisting in recruitment and selection processes.
- Servicing Boards of Inquiry, Selection Boards and Disciplinary hearing meetings.
- Processing salaries.

- Organizing training programs for employees.
- Coordinating health and safety programs.
- Processing appointments, retirements, resignations and other related issues
- Capturing employee details into the HR System
- Attending to employee queries and grievances.
- Processing of all types of leave.

Qualifications, Experience and Attributes

- A minimum of a degree in Human Resources Management or equivalent from reputable institutions.
- At least one-year post qualification experience.
- Knowledge of labour legislation
- Proficiency in Human Resource Management Information Systems

8. Driver

Reporting to the Transport Officer, the **Driver** will be responsible for all driving duties

Key Accountabilities

- Offering driving services to Officers on field work.
- Driving staff and visitors as instructed and authorized by superiors.
- Collection and delivery of items.
- Maintenance of vehicles.
- Sending vehicles for repairs.
- Cleaning vehicles at all times.
- Any other duties as assigned by superiors.

Qualifications, Experience and Attributes

- At least 5 'O' Level passes.
- Clean Class 1 Driver's license.
- Valid Defensive Driving Certificate.
- At least five years' driving experience.

9. Office Orderlies (9 Posts)

- Matabeleland south x 1
- Masvingo x 1
- Mashonaland West x 1
- Bulawayo x 1
- Head Office x 5

Reporting to the Administration Officer, the Office Orderly will be responsible for ensuring that offices are clean, furniture therein polished, cleaning of kitchen, bins are emptied, and preparing tea for meetings.

Key Accountabilities

- Cleaning and sweeping offices and other rooms.
- Collecting and dispatching files as delegated.
- Preparing and serving teas during meetings.
- Dispatching mail and files from the Agency to other Government Departments and organizations.
- Collecting items of work and files from officers to the Registry.
- Dispatching work from the Registry to Officers.

Qualifications, Experience and Attributes

- At least 5 'O' Level passes.
- Ability to maintain confidentiality
- Ability to work under minimum supervision

APPLICATION PROCEDURE

Interested candidates are invited to submit their applications, current CVs and certified copies of their qualifications, clearly stating the position they are applying for to:

The Director – Human Resources
Zimbabwe National Statistics Agency(ZIMSTAT)
18th Floor, Kaguvi Building
Corner Simon Muzenda Street and Central Avenue
P.O. Box CY 342 Causeway, Harare
 or apply on email: hr@zimstat.co.zw

Applications due date: Friday, 23rd July 2021