



ZIMSTAT
DIRECTOR HUMAN RESOURCES

02 JUL 2026

P.O. BOX CY 342, CAUSEWAY
HARARE, ZIMBABWE

INTERNAL SECONDMENT ADVERTISEMENT HUMAN RESOURCES DIVISION

Online Application Window: 3 – 10 July 2026

1. Background and Purpose

The Zimbabwe National Statistics Agency (ZIMSTAT) is committed to fostering a culture of continuous learning, professional growth, and skills diversification among its workforce. In pursuit of this objective, the Human Resources Division is pleased to invite suitably qualified and interested ZIMSTAT employees to apply for internal secondment opportunities within the Human Resource Division.

This initiative is designed to provide selected employees with an invaluable opportunity for professional development by exposing them to human resources functions, processes, and best practices in a structured environment. The secondment is for a period of up to twenty-four (24) months, during which the seconded employee(s) will work alongside the HR team while retaining their substantive post.

2. Eligibility Criteria

To be considered for the secondment, applicants must meet the following criteria:

- a) Must be a current, confirmed ZIMSTAT employee in good standing.
- b) Must not be subject to any pending disciplinary proceedings.
- c) Must have the written endorsement of their immediate supervisor and Head of Division/Unit.
- d) Must not be nearing retirement age within the secondment period.

3. Minimum Qualifications

Applicants must possess at least a Bachelor's Degree in Human Resources Management, Industrial Relations, Payroll Administration, or a closely related field.

4. Terms and Conditions of Secondment

- a) The secondment shall be for a period of up to twenty-four (24) months, subject to review and the operational needs of the Human Resource Division.
- b) The secondee shall retain their substantive post and all related terms and conditions of service during the secondment period.
- c) Salary and allowances shall continue to be determined and paid in accordance with the secondee's substantive post.
- d) At the conclusion or termination of the secondment period, the employee shall revert to their substantive post.
- e) A formal written agreement between the secondee and ZIMSTAT shall be concluded prior to the commencement of the secondment and retained in the employee's personal file.
- f) Unsatisfactory performance or conduct during the secondment period may result in early termination of the secondment arrangement.

HOW TO APPLY

Interested and suitably qualified ZIMSTAT employees are invited to submit their applications online via the ZIMSTAT website. Applications should include:

- a) A motivation letter (not exceeding one page) articulating the applicant's interest in the secondment and how they intend to benefit from the experience.
- b) A detailed curriculum vitae (CV) highlighting relevant qualifications and experience.
- c) Certified copies of academic and professional certificates.
- d) Endorsement letter from the applicant's immediate supervisor and Head of Division/Department.

SUBMISSION DETAILS

All applications must be submitted **ONLINE** via the ZIMSTAT Website:

www.zimstat.co.zw

Closing Date: 10 July 2026

Late applications will NOT be considered.

Note: ZIMSTAT is an equal opportunity employer. Female candidates and persons living with disabilities are encouraged to apply. Only shortlisted candidates will be contacted.