

# VACANCY

GENERAL MANAGER-VICTIM SUPPORT, GENDER AND DIVERSITY (NPRC/VSGD/01)

**JOB TITLE:** General Manager, Victim Support, Gender and Diversity  
**REPORTS TO:** Executive Secretary

## Overall Job Purpose.

The purpose of the job is to ensure a gender-sensitive approach to effective and high-quality delivery of services to victims of conflict in their diverse nature in line with the NPRC's mandate and strategic plan.

## Main Duties and Responsibilities

- ❖ Provide strategic leadership and analysis on issues relating to Victim Support, Gender and Diversity (VSGD) to enable the NPRC to effectively deliver on its mandate
- ❖ Lead the NPRC's department of VSGD and in operationalizing the VSGD strategy
- ❖ Develop guidelines and provide training on safe contact methods with all victims respecting confidentiality
- ❖ Enforce agreed processes for contacting victims of sexual violence, domestic violence, people bereaved by violence including women, young people, children and people with disabilities.
- ❖ Ensure the creation of safe spaces and practices, confidentiality and information sharing that encourages the public and stakeholders to engage with the NPRC.
- ❖ Working closely with the Chairperson of the NPRC's Victim Support, Gender and Diversity Committee, ensure that NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented.
- ❖ Promote compliance with legal, regulatory, ethical and social requirements of the Victim Support programmes of the NPRC.
- ❖ Coordinate partnerships with Government entities, CSOs, FBOs and other key stakeholders to advance the mandate of the NPRC.
- ❖ Develop productive and victim-sensitive principles and ensure their enforcement within the NPRC.
- ❖ Direct referrals to appropriate internal department for support or where appropriate refer to other committees.

NATIONAL PEACE AND  
RECONCILIATION COMMISSION

02 JUN 2020

7TH FLOOR, FIRST MUTUAL BUILDING  
99, JASON MOYO AVENUE

## Qualifications and Experience

- ❖ Master's Degree in Social Sciences Degree in fields such as; Social Work, Gender Studies, Human Rights, Peace Studies, Sociology, Psychology or International Development.
- ❖ Minimum 7 years of relevant experience of which 2 years must be at managerial level working on issues related to Peace Building, Women and Gender, Peace and Security, rule of law, justice, security or human rights.
- ❖ Experience in providing victim support in the context of healing and reconciliation programmes
- ❖ Experience in working with and coordinating a wide range of stakeholders
- ❖ Strong written and verbal communication skills in English
- ❖ The candidate should be fluent in any two of the languages as outlined in the Constitution.
- ❖ Knowledge of other ethnic languages and cultures is an added advantage.

## Competences

- ❖ Demonstrates integrity, equality and desire to learn by modelling the NPRCs values and ethical standards.
- ❖ Promotes the vision, mission and strategic goals of the NPRC.
- ❖ Displays cultural, gender, religion, race and age sensitivity and adaptability
- ❖ Technical and professional capacity
- ❖ Professionalism in Communication
- ❖ Treats all people fairly without favouritism, with integrity and respect for Diversity.
- ❖ A clean class 4 Driver's Licence.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw).

**Suitably qualified women, youth, people with disabilities are encouraged to apply.**

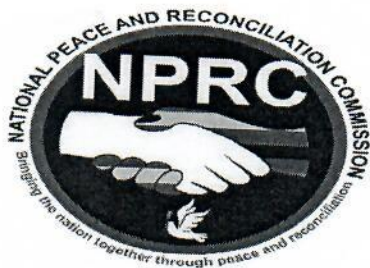
The application should comprise of:

- a) A brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.

Submission Deadline: 4pm Zimbabwe time of Thursday 11<sup>th</sup> June 2020. Please quote the Vacancy Position and reference number.







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P.BAG 7700, CAUSEWAY HRE, ZIM

# VACANCY

**Administration officer (NPRC/ADM/02)**

**JOB TITLE:**

**ADMINISTRATION OFFICER**

**REPORTS TO:**

**MANAGER, HUMAN RESOURCES AND ADMINISTRATION**

*Baube*  
*02/06/20*

## Key Duties and Responsibilities

- ❖ Transport management
- ❖ Stores management.
- ❖ Internal management
- ❖ Provide secretarial services for Board of inquiries for accident damaged vehicles
- ❖ Consolidation of administration budget.
- ❖ Produces monthly and quarterly expenditure reports on goods and services
- ❖ Asset management
- ❖ Supervises the Administration Assistant
- ❖ Booking for functions and activities and air travel
- ❖ Any other duties as maybe assigned by Supervisor and Management

## **JOB SPECIFICATIONS**

- ❖ Degree in Business Management/Administration
- ❖ HND in Transport and Logistics
- ❖ At least 5 or more years' experience in a Multilateral, Government or Civil Society organisation (CSO).
- ❖ Clean Class 4 Driver's Licence a **must**.
- ❖ Knowledge of SAP

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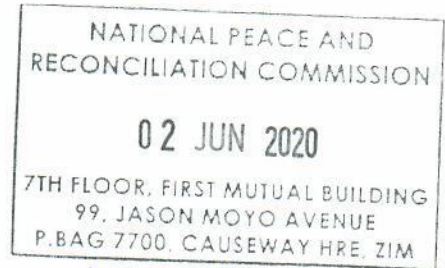
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# VACANCY

## ACCOUNTANT



**JOB TITLE:**

**Accountant**

**REPORTS TO:**

**Chief Accountant/Accounting Manager**

*Approved: Zimbe  
02/06/20*

### Key Duties and Responsibilities

- ❖ Prepare Financial statements and is responsible for Revenue Collection
- ❖ Maintains the Books of Accounts of the Commission
- ❖ Responsible for Bank Reconciliation and clearing of NPRC accounts
- ❖ Maintenance of Suspense Accounts (Disallowances, Surcharges, Advances and Miscellaneous).
- ❖ Checks and posts documents in the NPRC Funds Management System
- ❖ Prepares the Semi and Annual Statutory returns and other financial reports
- ❖ Appraises the Performance of the Accounting Assistant
- ❖ Performs any other duties as may be delegated by the management.

### Qualifications and Experience

- ❖ Bachelor of Accountancy Degree, BAcc Honours
- ❖ Higher Diploma in Accountancy (SAAA).
- ❖ Knowledge of SAP is mandatory.
- ❖ At least five years relevant experience in a Multicultural, Government or Civil Society Organisation (CSO).
- ❖ Class 4 Driver's Licence is an added advantage.

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