

VACANCY

ACCOUNTANT

JOB TITLE: Accounting Assistant

REPORTS TO: Accountant

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) or equivalent.
- ❖ Knowledge of SAP is mandatory.
- ❖ At least five years relevant experience in a Multicultural, Government or Civil Society Organisation (CSO).

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: hr@nprc.org.zw by the Monday 02 of November 2020.

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

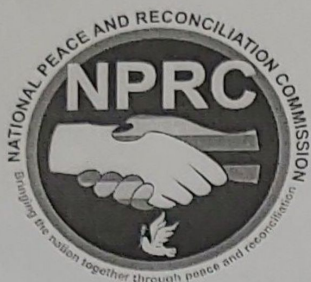
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- a) A brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.

Submission Deadline: 3pm Zimbabwe time on **Monday 02 of November 2020**

NATIONAL PEACE AND
RECONCILIATION COMMISSION

27 OCT 2020 *Grube*
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99, JASON MOYO AVENUE
P.BAG 7700, CAUSEWAY HRE, ZIM



VACANCY

MEDIA AND COMMUNICATION OFFICER (NPRC/MCO10)

JOB DESCRIPTION

TITLE: MEDIA AND COMMUNICATION OFFICER

REPORTS TO: MEDIA AND COMMUNICATIONS MANAGER

MAIN DUTIES AND RESPONSIBILITIES:

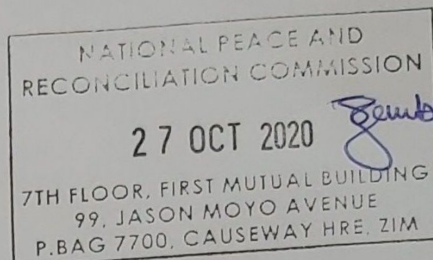
- Ensure the implementation of a gender sensitive Media and Visibility strategy for the Commission.
- Develop Media programmes to raise the visibility of the NPRC.
- Handle all the public relations functions for the Commission.
- Facilitate creation of partnership with the media to promote peace in the country.
- Communicate the programmes and achievements of the Commission.
- Liaise with all the media houses on behalf of the Commission.
- Keep stakeholders informed of the work of the Commission.
- Develop appropriate public relations strategies designed to promote the Commission's image and relations with all stakeholders.

SKILLS AND COMPETENCES

- A Bachelor's degree in Media and Communication, Journalism or equivalent
- Demonstrates integrity, equality, and desire to learn by modelling the NPRCs values and ethical standards
- Communication, innovation, organizational and coordination
- Communication and interpersonal skills
- Technical and professional capacity
- Integrity and respect for diversity.

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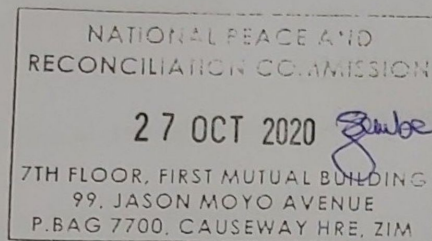


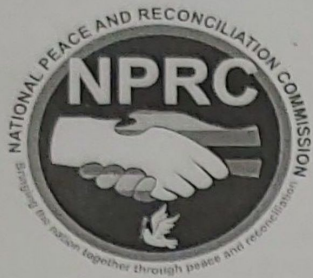
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VACANCY

RECORDS AND INFORMATION ASSISTANT (NPRC/HRO/099)⁰³

JOB DESCRIPTION

JOB TITLE: RECORDS AND INFORMATION OFFICER x 2(harare and Bulawayo)

REPORTS TO: RECORDS AND INFORMATION OFFICER

JOB DESCRIPTION

TITLE: RECORDS OFFICER (NPRC/RO/12)

REPORTS TO: MANAGER ADMINISTRATION AND HUMAN RESOURCES

DUTIES:

- Responsible for the efficient running of the registry
- Conducts performance appraisal for records assistants and messengers/office orderly
- Responsible for appraising records to be sent to the National Archives for safe keeping
- Facilitate in-house training for records assistants
- Supervises records assistants and messengers/office orderlies
- Responsible for the Commission's computerized records management system
- Supervise the switchboard ,and all sub-sections
- Compile weekly ,monthly and quarterly reports for the HR manager ,the GM ,The Executive secretary and the finance administration and HR committee
- Responsible for proper disposal of records
- Any other duties assigned

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SKILLS AND COMPETENCES

- A Bachelor of Science degree in Records and Information Management
- HND Records and Information Management
- At least 2 years' experience working in Multicultural setups, Government and parastatals.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Strong written, analytical and verbal communication skills.
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.

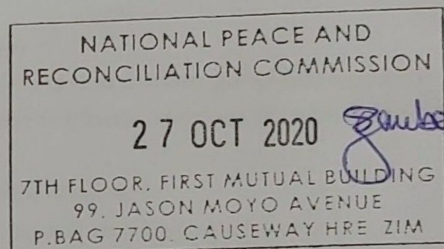
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability.

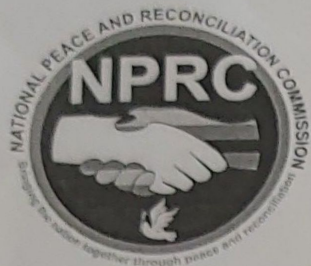
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VACANCY

RESEARCH AND KNOWLEDGE MANAGEMENT OFFICER (NPRC/RKM06/03)⁰³

JOB DESCRIPTION

TITLE: RESEARCH AND KNOWLEDGE MANAGEMENT OFFICER

REPORTS TO: MANAGER RKM

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MAIN DUTIES AND RESPONSIBILITIES

- Assist in initiating, planning, commissioning and coordinating processes leading to gender-sensitive primary and secondary research on issues related to the NPRC Mandate
- Carry out field work and supervise other team members where necessary.
- Assist in dissemination of research findings through publications and other media formats appropriate to the target audiences, including meetings, briefings, seminars and visual media.
- Assist with the implementation of effective monitoring and evaluation plans of projects.
- Assist in selecting the best tools to interrogate data that produces evidence to track trends and patterns that help NPRC with answers to critical questions to allow timely adaptation and responses mechanisms.
- Ensure gender sensitive related project data and knowledge align with organizational requirements, and its stored/archived appropriately
- Support the Research and Knowledge Management Committee of the NPRC- including ensuring coordinated follow up on key recommendations

COMPETENCES

- A Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Diploma in Project Management an added advantage

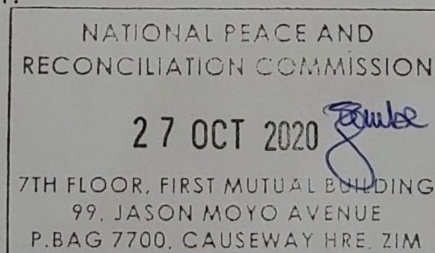
- Strong project management skills including the ability to design and implement complex research projects/events with multiple partners in a timely manner.
- Ability to work under pressure, quickly and accurately and to meet tight deadlines
- Understand and have practical experience of undertaking action research to inform peace building and conflict prevention efforts
- Experience and willingness to work on complex issues in a diverse team
- Robust knowledge of Zimbabwe and ongoing discourses of peace and governance trajectory
- Willingness to travel for long periods in rural areas.
- Strong written and verbal communication skills in English. The candidate should also be fluent in Shona, Ndebele, Knowledge of other ethnic languages such as Tonga will be added advantage.

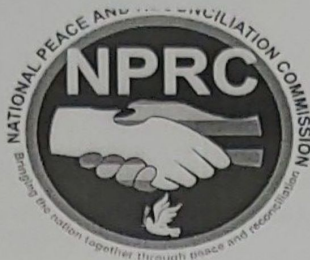
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VACANCY

REGIONAL COORDINATION OFFICER (NPRC/RCO/14)

JOB DESCRIPTION

JOB TITLE: REGIONAL COORDINATION OFFICER
REPORTS TO: REGIONAL COORDINATION MANAGER

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Key Duties and Responsibilities

- Facilitate the implementation of NPRC programmes
- Provide administrative and operational support to the overall implementation process of programs in the region
- Support and facilitate the coordination between various project stakeholders
- Facilitate meetings with stakeholders
- Provide overall coordination with relevant project stakeholders in the region
- Undertake field visits to ensure that NPRC programs are on schedule
- Support and facilitate in the identification of challenges and constraints faced during the implementation
- Support or undertake specific assignments in other regions based on project requirements and workload.
- Carry out awareness campaigns in the region.

SKILLS AND COMPETENCES

- A Bachelors degree in Development Studies, Public Administration or any other Social Sciences degree
- At least 2 years experience working with Civil Society, International organisations and Government institutions.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Undertake creative and innovative methods for NPRC Programme implementation.
- Strong written, analytical and verbal communication skills in English and two regional languages

- Experience in the usage of computers and office software packages (MS Word, Excel, SPSS).
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability.

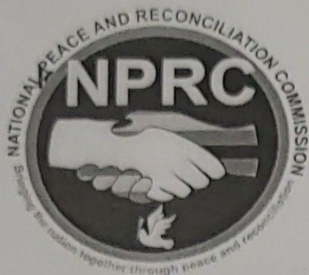
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VACANCY

REGIONAL COORDINATION MANAGER (NPRC/RCO/⁰²13)

JOB DESCRIPTION

JOB TITLE:

REGIONAL COORDINATION MANAGER

REPORTS TO:

EXECUTIVE SECRETARY

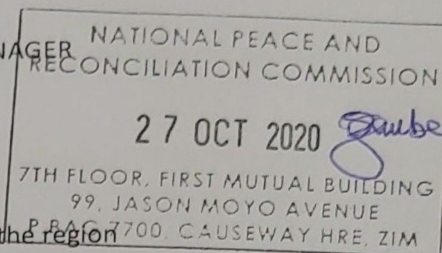
Key Duties and Responsibilities

Regional Coordination Manager is the head of NPRC business in the region

- Manage NPRC programmes and projects in the region.
- Provide administrative and operational support to the overall implementation process of programs in the region
- Manage and facilitate the coordination between various project stakeholders
- Facilitate meetings with stakeholders
- Provide overall coordination with relevant project stakeholders in the region
- Undertake field visits to ensure that NPRC programs are on schedule
- Support and facilitate in the identification of challenges and constraints faced during the implementation
- Support or undertake specific assignments in other regions based on project requirements and workload.
- Carry out awareness campaigns in the region.
- Appraise subordinates in the region.

SKILLS AND COMPETENCES

- A Masters degree in Development Studies, Public Administration or any other Social Sciences degree
- At least 5 years experience working with Civil Society, International organisations and Government institutions.
- Proven leadership and managerial skills.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Undertake creative and innovative methods for NPRC Programmes implementation.
- Strong written, analytical and verbal communication skills in English and two regional languages
- Ability to coordinate different stakeholders in a complex work environment.
- Experience in the usage of computers and office software packages (MS Word, Excel, SPSS).



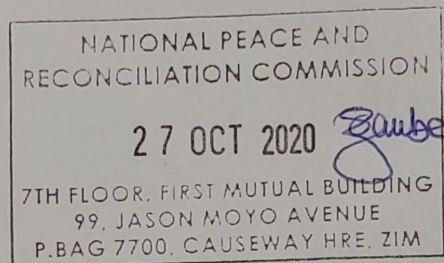
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability.

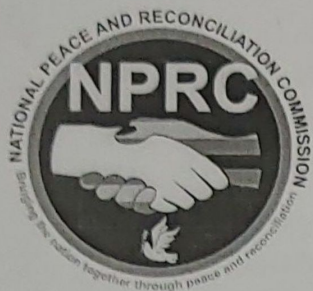
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VACANCY

HEALING, RECONCILIATION AND REHABILITATION OFFICER (NPRC/VSGD/02)³

JOB DESCRIPTION

TITLE: HEALING RECONCILIATION AND REHABILITATION (HRR) OFFICER (NPRC/HRR/02)

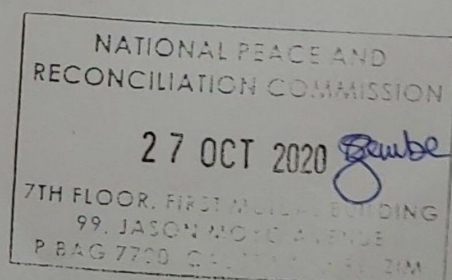
REPORTS TO: MANAGER HRR

MAIN DUTIES AND RESPONSIBILITIES:

- Provide support and analysis on issues relating to healing, reconciliation and rehabilitation to enable the NPRC to effectively deliver on its mandate
- Provide in-depth advice on on-going and new healing, reconciliation and rehabilitation efforts in the country to bring about togetherness and social interrelations
- Assisting the Manager and General Manager HRR in all programmatic initiatives as well as to fulfil the NPRC's mandate
- Assist in the development of key guidelines, procedures, programmes and projects and provide valuable guidance to their implementation
- Prepare and participate in peace building, reconciliation and rehabilitation initiatives
- Be a resourceful person with the ability to coordinate national partners, institutions and initiatives in order to promote an inclusive and comprehensive approach to healing and reconciliation in Zimbabwe

Competencies

- A bachelor of Social sciences degree in Peace and Governance, Development studies, Sociology and Gender Development or equivalent.
- At least 5 years' experience working on peace related issues, gender and development, healing and reconciliation.
- Experience in designing and implanting healing, reconciliation and rehabilitation programmes.



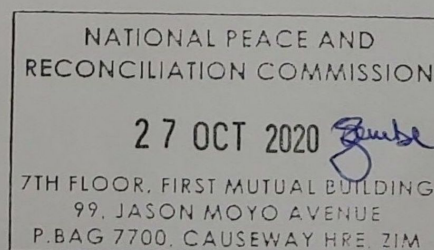
- Experience working in Zimbabwe with and coordinating a wide range of stakeholders including Government, Civil Society and Traditional Leaders in the field of healing, reconciliation and rehabilitation.
- Fluency in Ndebele and Shona or any other 2 national languages as provided in the Constitution of Zimbabwe.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Strong written, analytical and verbal communication skills.
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability.

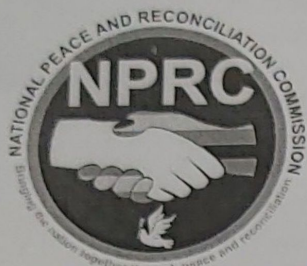
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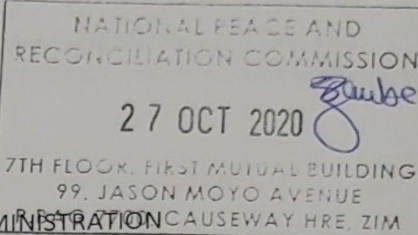
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VACANCY

HUMAN RESOURCES OFFICER (NPRC/HRO/09)³



JOB DESCRIPTION

JOB TITLE:

HUMAN RESOURCES OFFICER

REPORTS TO:

MANAGER, HUMAN RESOURCES & ADMINISTRATION

Key Duties and Responsibilities

- Updating and maintenance of the NPRC's Establishment Strength.
- Prepare and submit monthly payroll and Human Resources and Administration returns to the Human Resources Manager, the General Manager, and the Executive Secretary and to the National Peace and Reconciliation Commission.
- Coordinates all Human resources Development and training plans and activity needs for the year.
- Coordinates job interviews for lower level employees.
- Minutes Secretary for the Human Resources Management meetings as well as Senior Management job interviews, disciplinary hearings and investigations.
- Coordinates and consolidates performance appraisals and reports for onward submission by the HR Manager to the General Manager, the Executive Secretary, the Commission and to the Salary Services Bureau.
- Supervise and appraise subordinates within the Human Resources and Administration Department.
- Facilitates the administration of Salaries and wages.
- Performs any other duties as directed by management.

SKILLS AND COMPETENCES

- A Bachelor of Science degree in Human Resources or any Social Science degree
- IPMZ Diploma an added advantage
- At least 2 years' experience working in Multicultural setups, Government and parastatals.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Strong written, analytical and verbal communication skills.

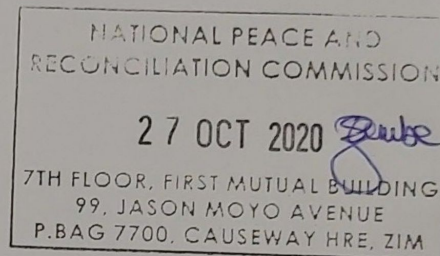
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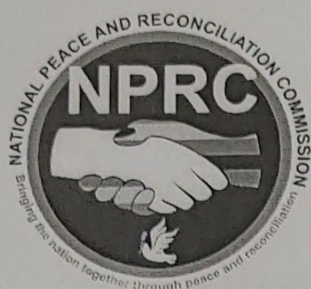
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VACANCY

CONFLICT PREVENTION MANAGEMENT RESOLUTION AND TRANSFORMATION (NPRC/CPMRT/³01)

TITLE: CONFLICT PREVENTION MANAGEMENT RESOLUTION AND TRANSFORMATION OFFICER (CPMRT) OFFICER (NPRC/CPMRT/02)

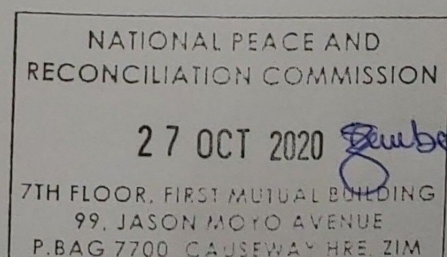
REPORTS TO: MANAGER CPMRT

MAIN DUTIES AND DESCRIPTION:

- To ensure the delivery of activities to enhance capacities among key stakeholders for dialogue, mediation, negotiation, strategic planning on reconciliation and the building of collaborative capacities
- To ensure that structures developed by the Commission for dialogue, peace building and conflict prevention are capacitated, operational and effective
- Ensure that necessary steps are taken to mitigate or resolve conflicts
- To ensure systematic monitoring of the social, economic and political environment with a view to identify possible conflicts and take the necessary steps to mitigate the effects of the conflict.

Competencies

- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Demonstrated field experience in conflict sensitive programming, dialogue processes and capacity building in post conflict environments.
- Well-developed skills and demonstrated experience in facilitation, consensus building, multi stakeholder dialogue processes, mediation, negotiation, dispute resolution.
- Training skills to impart conflict resolution methodologies to a range of national and local actors, mediators and future trainers
- Strong analytical, advocacy and interpersonal skills



- Fluency in any two of the 16 languages in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be an added advantage.

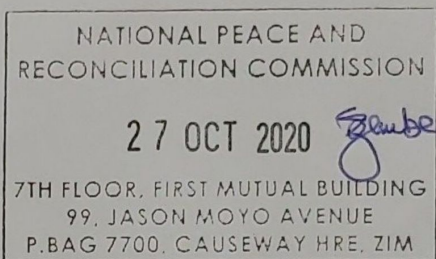
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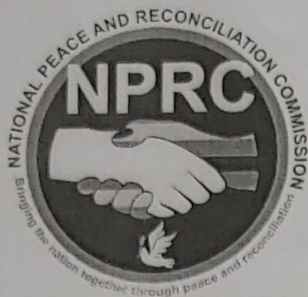
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VACANCY

COMPLAINTS HANDLING AND INVESTIGATIONS OFFICER (NPRC/CHI/03)

JOB DESCRIPTION

TITLE: COMPLAINTS HANDLING AND INVESTIGATIONS OFFICER

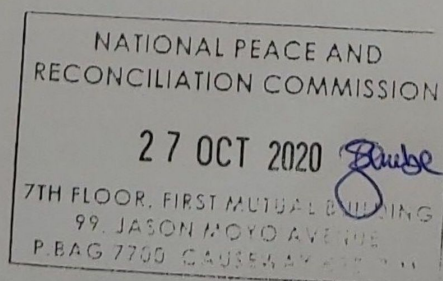
REPORTS TO: MANAGER CHI

MAIN DUTIES AND RESPONSIBILITIES:

- Conducts complaints handling and investigations as directed by Manager CHI
- Carries out complaints handling and investigations in a victim centered and gender sensitive manner
- Gathers information on incident scenes and physical evidence analyses and completes investigations where needed in accordance with the Act, Regulations and Policies
- Ensures thorough and timely written gender-sensitive reports on the CHI processes
- Participates in public awareness campaigns and ensures that the citizens are conversant with the CHI processes and procedures from time to time
- Collaborates with State and non-State actors during NPRC investigations
- Supports the NPRC's CHI Committee and ensures that recommendations are auctioned
- Performs any other duties assigned from time to time by CHI management

Competencies

- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Investigative skills highly recommended
- Demonstrates the highest level of ethical behaviour
- Strong investigative, research and data analysis skills
- Ability to effectively collaborate with other agencies during investigations
- Strong appreciation of victim centeredness and gender sensitivity during investigations
- Strong written communication skills in English
- Fluency in any two of the 16 languages in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be an added advantage.



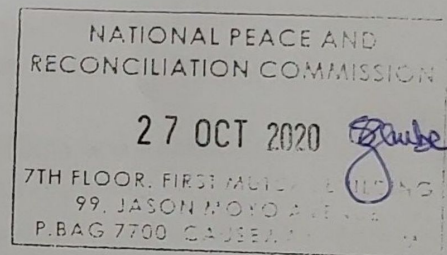
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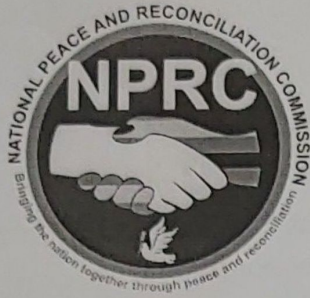
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VACANCY

VICTIM SUPPORT, GENDER AND DIVERSITY OFFICER (NPRC/VSGD/01)³

JOB TITLE: Victim Support, Gender and Diversity Officer

REPORTS TO: Victim Support, Gender and Diversity Manager

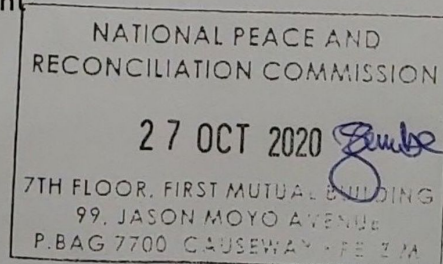
Main Duties and Responsibilities

MAIN DUTIES AND RESPONSIBILITIES:

- Working closely with the General Manager of the National Peace and Reconciliation Commission (NPRC)'s Victim Support, Gender and Diversity Committee, ensure that the NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented
- Implement guidelines and support the training on safe contact methods with all victims, respecting confidentiality, following agreed processes for contacting victims of sexual violence, domestic violence, people bereaved by violence, women, young people and children
- ensure the actualization of spaces and practices, confidentiality and information sharing that encourages the public and stakeholders to engage with the NPRC
- Support the Manager and General Manager in promoting compliance with legal, regulatory, ethical, and social requirements of the Victim Support, Gender and Gender Diversity Committee of the NPRC while ensuring that the key recommendations are followed through and acted upon
- To provide support to the Victim Support, Gender and Diversity Committee of the NPRC while ensuring that the key recommendations and acted upon
- To support the coordination of partnerships with government entities, CSOs, FBOs and any other key partners to advance the mandate of the NPRC
- To implement productive gender, victim and diversity sensitive principles and ensure their enforcement within the NPRC

Competencies

- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent



- Experience in providing victim support in the context of healing and reconciliation programmes.
- Minimum of 5 years experience working on issues related to peace building, women and gender, peace and security, justice, rule of law and human rights.
- Demonstrate integrity, equality, and desire to learn by modelling the NPRCs values and ethical standards.
- Strong written and verbal communication skills in English
- Fluency in any two of the 16 languages in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be an added advantage.

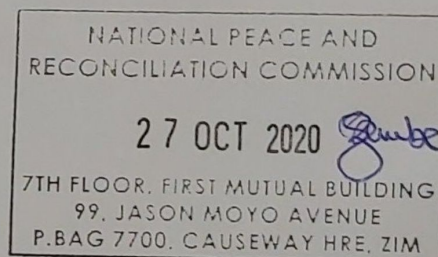
Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Tuesday 3 November 2020.

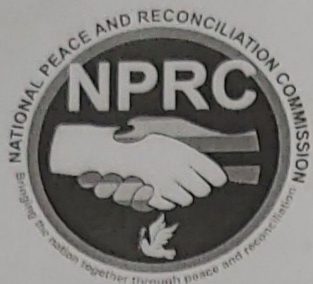
Suitably qualified women, youth, people with disabilities are encouraged to apply.

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: 3pm Zimbabwe time of **Monday 2 November 2020**. Please quote the Vacancy Position and reference number.





VACANCY

OFFICE ORDERLY (NPRC/CPMRT/08)³

JOB DESCRIPTION

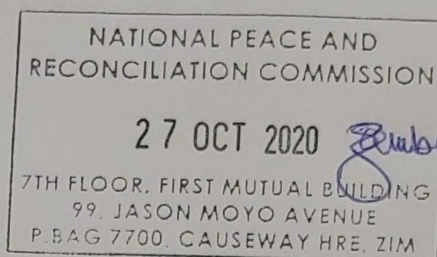
JOB TITLE: OFFICE ASSISTANT

REPORTS TO: ADMINISTRATION OFFICER

STATION: BULAWAYO REGIONAL OFFICE

Key Duties and Responsibilities

- Cleaning offices
- Preparing and serving tea
- Delivering mail and publications
- Responsible for the movement of office furniture and equipment
- Any other duties as delegated by the management.



Competencies

- At least 5 O Levels including English Language and fluent in at least 3 local languages in the region.
- Good interpersonal skills
- Good customer care skills and have a pleasant personality.
- Be knowledgeable of Government Ministries and Departments.
- Confidentiality is a must
- Being able to maintain good hygiene.
- Be physically fit.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Monday 2 November 2020. Suitably qualified women, youth, people with disabilities are encouraged to apply.

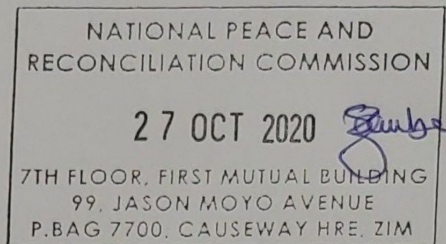
The application should comprise of:

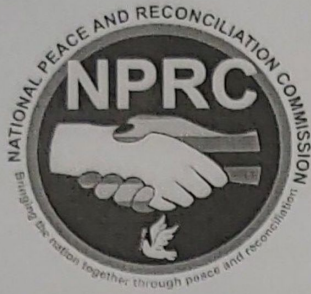
- a) A brief covering letter stating your motivation to apply for this position

b) An updated Curriculum Vitae (CV).

c) Contact details of 3 referees.

Submission Deadline: 3pm Zimbabwe time of **Monday 2 November 2020**. Please quote the Vacancy Position and reference number





VACANCY

OFFICE ORDERLY (NPRC/CPMRT/08)³

JOB DESCRIPTION

JOB TITLE: OFFICE ASSISTANT

REPORTS TO: ADMINISTRATION OFFICER

STATION: BULAWAYO REGIONAL OFFICE

Key Duties and Responsibilities

- Cleaning offices
- Preparing and serving tea
- Delivering mail and publications
- Responsible for the movement of office furniture and equipment
- Any other duties as delegated by the management.

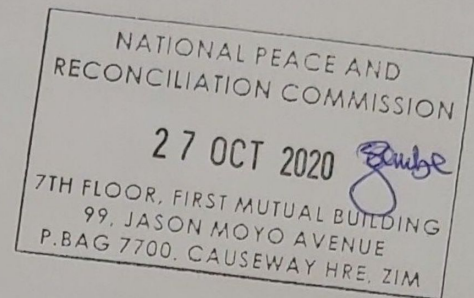
Competencies

- At least 5 O Levels including English Language and fluent in at least 3 local languages in the region.
- Good interpersonal skills
- Good customer care skills and have a pleasant personality.
- Be knowledgeable of Government Ministries and Departments.
- Confidentiality is a must
- Being able to maintain good hygiene.
- Be physically fit.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Monday 2 November 2020. Suitably qualified women, youth, people with disabilities are encouraged to apply.

The application should comprise of:

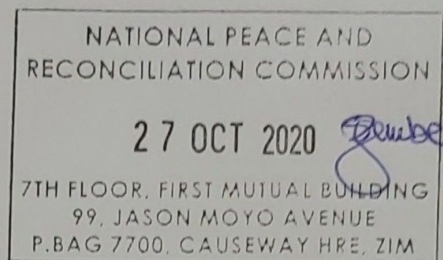
- a) A brief covering letter stating your motivation to apply for this position

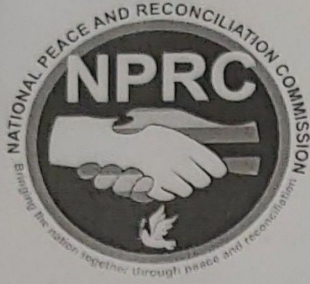


b) An updated Curriculum Vitae (CV).

c) Contact details of 3 referees.

Submission Deadline: 3pm Zimbabwe time of **Monday 2 November 2020**. Please quote the Vacancy Position and reference number





VACANCY

DRIVER (NPRC/CPMRT/07)

JOB TITLE: DRIVER/CHAUFFER

REPORTS TO: ADMINISTRATION OFFICER

Key Duties and Responsibilities

03 NATIONAL PEACE AND
RECONCILIATION COMMISSION

27 OCT 2020 *[Signature]*
7TH FLOOR, FIRST MUTUAL BUILDING
99, JASON MOYO AVENUE
P.BAG 7700, CAUSEWAY HRE, ZIM

- Transport a range of products and services to assigned venues in a timely and courteous manner to internal and external clients i.e. handling mail, delivery and collection of official documents as required.
- Ensure Commission vehicles are properly maintained, kept clean tidy and in good working conditions at all times
- Ensure the Commission vehicles are kept secure at all times
- Ensure the Commission vehicles are in proper and safe condition prior to use and accept responsibility to report any damage or mechanical malfunctions that exist.
- Ensure vehicle repairs and regular services are carried out per Schedule by the Commission's selected dealers.
- Log in official trips, daily mileage, fuel consumption, as per the Commission's guidelines.
- Prepare and submit to the Line Manager the vehicle monitoring report, including records of vehicle operations, maintenance, expenses, mileage at the end of each month.
- Ensure vehicle insurance and registrations are updated according to schedule.
- Maintain a professional and appropriate appearance at all times and uphold the values and ethos of the Commission.
- Maintain an excellent driving record.
- Complete all other duties and tasks as assigned by the management.

Competences

- A clean class 4 driving licence
- Defensive driver's certificate is a must.
- At least 5 O Level subjects including English language and other indigenous languages
- At least 5 years' experience working as a Driver.
- Maturity and a pleasant personality.

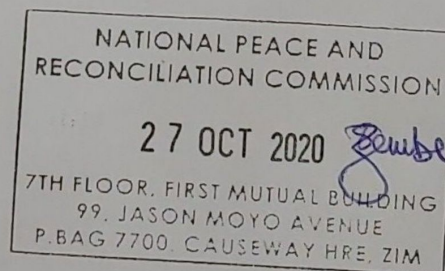
Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Monday 2 November 2020.

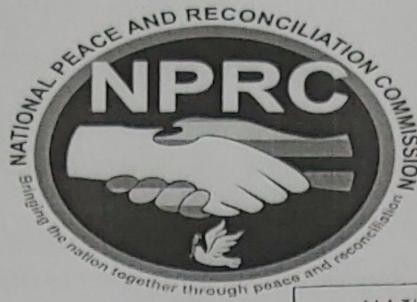
Suitably qualified women, youth, people with disabilities are encouraged to apply.

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: 3pm Zimbabwe time of **Monday 2 November 2020**. Please quote the Vacancy Position and reference number



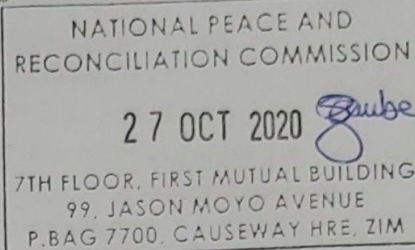


JOB DESCRIPTION

TITLE: GENERAL MANAGER FINANCE.

REPORTS TO: EXECUTIVE SECRETARY

OVERALL PURPOSE



The overall purpose of this job is to oversee and ensure effective management of the NPRCs Financial services for the advancement of Commission's mandate.

DUTIES AND RESPONSIBILITIES:

- ❖ Advises the NPRC through the Executive Secretary on operational issues affecting the NPRCs overall finance.
- ❖ Control and manage public funds voted by Parliament, donor funds and other financial resources of the Commission.
- ❖ Prepare and coordinate the Commission's budget and advise the Commission on Financial Procedures and Controls.
- ❖ Oversee compliance with existing statutory requirements and the Accounting Officer's Instructions.
- ❖ Oversee the preparation of monthly and annual financial performance reports
- ❖ Oversee the preparation and implementation of the Procedures Manual for the Department.
- ❖ Supervise, appraise and offer professional advice to subordinates
- ❖ Facilitate preparation of periodic and annual appropriation accounts and other financial statements.
- ❖ Developing and implementing accounting policies.
- ❖ Resource Mobilisation
- ❖ Ensuring costing of all products and services
- ❖ Ensuring that the Commission's financial systems are robust, compliant and support current activities and future growth.
- ❖ Ensuring that regulatory requirements of all statutory bodies are met.
- ❖ Identifies approaches and modalities to achieve management targets and increased cost-effectiveness
- ❖ Routinely monitors financial exception reports for unusual activities, transactions, and investigates anomalies or unusual transactions
- ❖ Provides strategic leadership and technical advice to the Resource Mobilization Committee of the NPRC.

SPECIFICATIONS

The ideal candidate should have the following qualifications and attributes:

- ❖ An Accounting or Finance Degree is required.
- ❖ Professional qualifications such as CIMA, ACCA or CIS
- ❖ Master's degree in Finance or Accounting or Business Management is an added advantage.

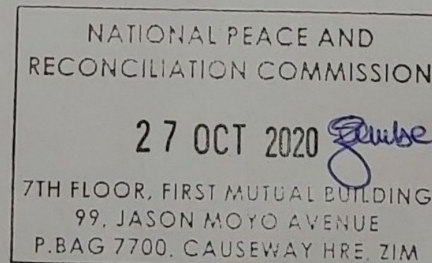
- ❖ A Minimum 7 years of relevant experience in a governmental, multilateral or civil society organization in a multicultural setting, 2 years of which should have been at Manager or Deputy Director level
- ❖ Clean Class 4 Driver's Licence a must.
- ❖ Strong written and verbal communication skills in English
- ❖ A thorough knowledge and appreciation of managing donor funds.
- ❖ A thorough understanding of financial systems of UN Agencies.
- ❖ Knowledge of other ethnic languages and cultures is an added advantage.
- ❖ The candidate should be fluent in any two of the languages as outlined in the constitution.
- ❖ Demonstrates integrity 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.
- ❖ Treats all people fairly without favouritism.
- ❖ Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- ❖ Strong written, analytical and verbal communication skills.
- ❖ Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- ❖ Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- ❖ Display cultural, gender, religious, race and age sensitivity and adaptability.

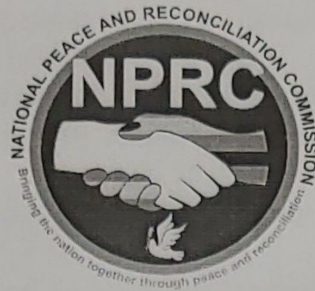
Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Monday 02 November 2020. Suitably qualified women, youth, people with disabilities are encouraged to apply.

The application should comprise of:)

- 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: 3pm Zimbabwe time of **Monday 02 November 2020**. Please quote the Vacancy Position and reference number.



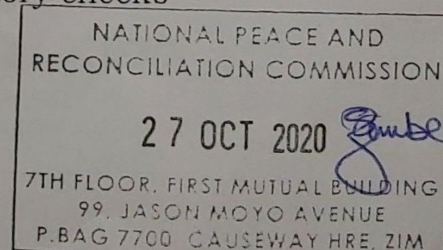


GENERAL MANAGER HUMAN RESOURCES AND ADMINISTRATION

REPORT TO: EXECUTIVE SECRETARY

MAIN DUTIES AND RESPONSIBILITIES

- To oversee NPRC Human Resources Planning and Development to compliment the Strategic Plan and give overall direction to Human Resources and Administration Department towards the achievement of Organizational Goals.
- Ensure full compliance of HR activities in line with NPRC rules and regulations, policies, procedures and strategies; effective implementation of the internal control, proper design and functioning of the HR management system.
- Undertake continuous analysis of corporate HR strategies and policies, assessing the impact of changes and making recommendations on their implementation in the NPPC.
- Conduct research on matters related to conditions of service, salaries, allowances and other policy matters.
- Undertake NPRC HR business processes mapping and elaboration /establishment of internal Standard Operating Procedures (SOPs) in HR management, control of the workflows in the HR unit.
- To justify the need for changes to the organizational structure and establishment.
- Establish and implement a performance appraisal system in line with rules and regulations of the Commission.
- To coordinate the preparation of estimates and expenditure for salaries, wages and allowances.
- To monitor the implementation of inventory checks



- Monitor the remuneration packages of staff in line with the approved grading structures.
- To facilitate Boards of Surveys for disposal of redundant assets
- Supervise the preparation of assets returns and compilation of asset register.
- Supervise preparation of and timely submission of returns required by Commission.
- To coordinate and facilitate interview panels and disciplinary committees for middle management and make recommendations to Commission.
- Managing the allocation, use and maintenance of all buildings, office space, vehicles , administration equipment and other related resources
- Manage staff welfare and wellness.

QUALIFICATIONS AND ATTRIBUTES

The ideal candidate should have the following qualifications and attributes

- A Bachelor's of Social Science degree.
- A relevant Master's degree in Management, Leadership and or Business Administration.
- Class 4 driver's license.
- Be a member of a profession board is an added advantage.
- Minimum of 5 years' experience of which 2 years should have been at management level.
- The candidate should be fluent in any two of the languages as outlined in the constitution.
- Demonstrates integrity 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.
- Treats all people fairly without favouritism.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Strong written, analytical and verbal communication skills.
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability

NATIONAL PEACE AND
RECONCILIATION COMMISSION

27 OCT 2020

Quib

7TH FLOOR, FIRST MUTUAL BUILDING
99, JASON MOYO AVENUE
P.BAG 7700, CAUSEWAY HRE, ZIM

- Thorough Knowledge of government structures from district to national level.
- Experience of Management of **both** Human Resources and Administration at National level is a must.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by **Monday 02 November 2020**. Suitably qualified women, youth, people with disabilities are encouraged to apply.

The application should comprise of:)

- 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: 3pm Zimbabwe time of **Monday 02 November 2020**. Please quote the Vacancy Position and reference number

