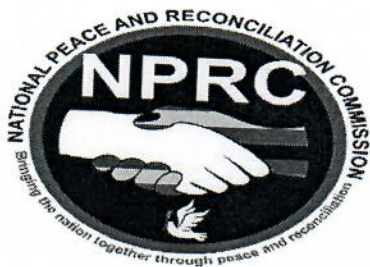


The National Peace and Reconciliation Commission is recruiting the following posts for Harare Office:

Post (s)	Location	Deadline
1 x Chief Accountant	Harare	31 December 2020
1 x Human Resources and Administration Manager	Harare	31 December 2020
1 x Monitoring and Evaluation (M & E) Manager	Harare	31 December 2020
1 x Administration Officer	Harare	31 December 2020

Qualified and experienced people are encouraged to apply. For further details, kindly visit the NPRC website (www.nprc.org.zw) twitter (@NPRCZim) and facebook (fb.com/NPRCZim.)

Seube
24/12/2020



VACANCY

Administration Officer (NPRC/ADM/01)

JOB TITLE:

ADMINISTRATION OFFICER

REPORTS TO:

MANAGER, HUMAN RESOURCES AND ADMINISTRATION

Key Duties and Responsibilities

- ❖ Transport management
- ❖ Stores management.
- ❖ Internal management
- ❖ Provides 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 may be 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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: hr@nprc.org.zw by 31 December 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: 4pm Zimbabwe time of 31 December 2020. Please quote the Vacancy Position and reference number.



VACANCY

MONITORING AND EVALUATION MANAGER {NPRC/M&E/02}

JOB DESCRIPTION

TITLE: MANAGER MONITORING AND EVALUATION

REPORTS TO: EXECUTIVE SECRETARY

OVERALL JOB PURPOSE

The Monitoring and Evaluation Manager is pivotal in tracking the performance of the indicators defined in the strategic plan, which form the basis of defining the successes and milestones achieved by the NPRC and its secretariat.

MAIN DUTIES AND RESPONSIBILITIES:

- Leads the development and strengthening of Monitoring and Evaluation (M&E) systems within the NPRC and its Secretariat both at programmatic and strategic levels.
- Provides policy input, guidance and conceptual strategies on monitoring and evaluation of NPRC programmes.
- Coordinates the process of developing baseline values, monitoring targets and key performance indicators using existing Commission and contextual documentation as well as the relevant national policy documents.
- Coordinates baseline assessments, mid-term and end of evaluations, Government of Zimbabwe reviews, development partner reviews and evaluations.
- Coordinates overall M&E tools design, data collection, cleaning analysis and reporting to stakeholders and donors, to ensure the achievement of NPRC goals.
- Develops and updates specific results –based M&E frameworks and work plans for the NPRC and its Secretariat in Zimbabwe.
- Undertakes and oversees regular field monitoring with the NPRC Secretariat to ensure technical compliance and timely execution of NPRC strategy and work plans .
- Designs, develops and maintains monitoring systems (including monitoring questionnaires reporting formats, database and guidelines) for all NPRC activities ensuring that all NPRC activities are compliant with strategic plan performance indicators and best practices.

- Supports the preparation of relevant budgets and budget lines aligned to the various monitoring activities.
- Guides units with the preparation of NPRC Reports to ensure compliance with key strategic plan performance indicators and objectives.
- Devises and describes the system for NPRC overall reporting, data sharing and feedback M&E(as part of quality Assurance)
- Any other duties that may be assigned from time to time.

Qualifications and Experience

- A qualification at Master's degree level in Development Studies, or any other field is mandatory.
- At least 2 years' experience supporting M & E in the field of peace building and governance
- A qualification in Monitoring and Evaluation is an added advantage.
- 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

- Ability to undertake data entry, cleaning and analysis using SPSS, EPIINFOR, STATA, Excel and also GIS is key
- Capable to work with teams and able to communicate at various levels including making presentations for mature audiences
- Strong inter-personal and communication skills
- Technical and analytical capabilities
- Excellent report writing and presentation skills

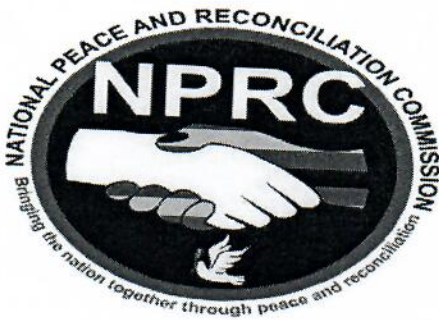
Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by Tuesday 3 November 2020. Suitably qualified women, youth, people with disabilities are encouraged to apply.

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 Tuesday 3 November 2020. Please quote the Vacancy Position and reference number.

Quibe



VACANCY

CHIEF ACCOUNTANT {NPRC/CA/03}

TITLE: CHIEF ACCOUNTANT

REPORTS TO: GENERAL MANAGER FINANCE

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:

- ❖ Controls and manages public funds voted by Parliament, donor funds and other financial resources of the Commission.
- ❖ Prepares and coordinates the Commission's budget and advise the Commission on Financial Procedures and Controls.
- ❖ Oversees compliance with existing statutory requirements and the Accounting Officer's Instructions.
- ❖ Prepares monthly and annual financial performance reports
- ❖ Coordinates the implementation of the Procedure Manual for the Department.
- ❖ Supervises, appraises and offers professional advice to subordinates
- ❖ Facilitates preparation of periodic and Annual Appropriation Accounts and other financial statements.
- ❖ Develops and implements accounting policies.
- ❖ Mobilises financial resources for the Commission.
- ❖ Provides strategic leadership and technical advice to the Resource Mobilization Committee of the NPRC.
- ❖ Ensures costing of all products and services
- ❖ Ensures that the Commission's financial systems are robust, compliant and support current activities and future growth.
- ❖ Ensures 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

SPECIFICATIONS

The ideal candidate should have the following qualifications and attributes:

- ❖ An Accounting or Finance Degree.



VACANCY

MANAGER HUMAN RESOURCES AND ADMIN (NPRC/HRA/04)

TITLE: MANAGER HUMAN RESOURCES AND ADMINISTRATION
REPORTS TO: GENERAL MANAGER HUMAN RESOURCES AND ADMINISTRATION

OVERALL PURPOSE

The overall purpose of this job is to oversee and ensure effective management of the NPRCs Human Resources and Administration processes.

DUTIES AND RESPONSIBILITIES:

- ❖ Establish and implement a performance appraisal system in line with rules and regulations of the Commission.
- ❖ Policy formulation
- ❖ Chairs interview panel for grade G4 and below
- ❖ Coordinates the preparation of Estimates of Expenditure for salaries, wages and allowances
- ❖ Monitors the implementation of Inventory Checks
- ❖ Monitors the remuneration packages of staff in line with the approved grading structure
- ❖ Facilitates Boards of Surveys for disposal of redundant assets
- ❖ Supervises the preparation of Asset Returns and compilation of Asset register
- ❖ Supervises preparation and timely submission of Returns required by Commission.
- ❖ Coordinates and facilitate Interview Panels and Disciplinary Committees for junior staff and make recommendations to the Commission.
- ❖ Manages the allocation, use and maintenance of all buildings, office space, vehicles, administration equipment and other related resources.
- ❖ Appraises subordinates.

QUALIFICATIONS AND ATTRIBUTES

The ideal candidate should have the following qualifications and attributes:

- ❖ A Bachelor's Degree in Social Science, Business Studies, Administration or Logistics.
- ❖ Diploma in IPMZ, or Material Management or CIPS is an added advantage.
- ❖ A relevant Master's degree is an added advantage.
- ❖ Clean Class 4 Driver's Licence a must.

- ❖ Minimum of 6 years' experience of which 2 years should have been at Principal Officer Level
- ❖ Knowledge of other ethnic languages and cultures is an added advantage.
- ❖ The candidate should be fluent in any two of the languages 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 sensitivities and adaptability.
- ❖ Treats all people fairly without favouritism.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: hr@nprc.org.zw by 31 December 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 Thursday 31 December 2020. Please quote the Vacancy Position and reference number.

