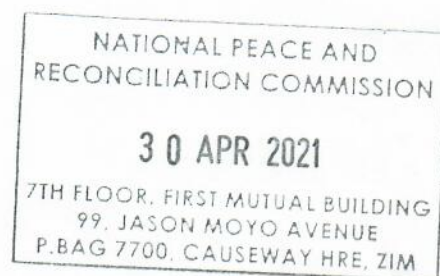


**The National Peace and Reconciliation Commission is recruiting the following posts for Harare, Northern and Central Regions:**

No	Posts	Location	Deadline for submission
1	2 x Regional Coordination Manager- Central and Northern Region	Central Region ( <b>Midlands/Masvingo</b> ) and Northern Region ( <b>Harare, Mashonaland West, Mashonaland Central and Mashonaland East</b> )	14 May 2021
2	1 x CPMRT Manager	Harare	14 May 2021
3	1 x Research and Knowledge Manager	Harare	14 May 2021
4	1 x Healing, Reconciliation and Rehabilitation Manager	Harare	14 May 2021
5	2 x Regional Coordination Officers Central and Northern Region	Central and Northern Region	14 May 2021
6	2 x Regional Records and Information Assistants Central and Northern Region	Central and Northern Region	14 May 2021
7	2 x Regional Office Assistant Central and Northern Region	Central and Northern Region	14 May 2021
8	1 x Records Assistant- Head Office	Harare	14 May 2021
9	2x Principal Executive Assistants- Head Office	Harare	14 May 2021
10	6 x Senior Executive Assistants- Head Office	Harare	14 May 2021
11	2 x Complaints Handling and Investigations Officer	Harare	14 May 2021
12	Office Assistant	Harare	14 May 2021

**Qualified and experienced women are encouraged to apply. For further details, kindly visit the NPRC website ([www.nprc.org.zw](http://www.nprc.org.zw)) twitter (@NPRCZim) and facebook ([fb.com/NPRCZim](https://www.facebook.com/NPRCZim).)**

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**EXECUTIVE SECRETARY**





VACANCY

NPRC/RA/04

## **JOB DESCRIPTION**

**JOB TITLE:**

**RECORDS AND INFORMATION ASSISTANT**

**REPORTS TO:**

**RECORDS AND INFORMATION OFFICER**

**STATION:**

**HEAD OFFICE**

## **OVERALL JOB PURPOSE**

The overall purpose of this job is to manage Commission's computerised records management system and ensure efficient running of the registry.

## **MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for the efficient running of the registry.
- Responsible for the Commission's computerized records management system.
- Responsible for proper receipt, classification, coding, filing and marking out of NPRC records.
- Gathering and organizing reports, documents and records
- Responsible for creation of records storage, retrieval, archival and disposal where need be of all recorded information on the NPRC's activities.
- Any other duties assigned

## **QUALIFICATIONS AND COMPETENCES**

- National Diploma in Records and Information Management
- Degree in Records and Archives is an added advantage.
- At least 2 years' experience working in Multicultural setups, Government and parastatals.



- Strong written, analytical and verbal communication skills.
- Fluent in any two **local languages** specified in the constitution other than English.

#### **PERSON SPECIFICATIONS**

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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.








VACANCY

NPRC/RRA/04

### **JOB DESCRIPTION**

**JOB TITLE:** REGIONAL RECORDS AND INFORMATION ASSISTANT  
**REPORTS TO:** REGIONAL COORDINATION MANAGER  
**STATION:** CENTRAL REGION (MIDLANDS/MASVINGO)

### **OVERALL JOB PURPOSE**

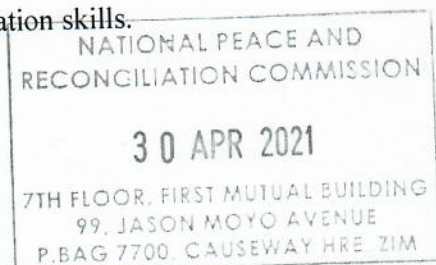
The overall purpose of this job is to manage Commission's computerised records management system and ensure efficient running of the registry.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for the efficient running of the registry.
- Responsible for the Commission's computerized records management system.
- Responsible for proper receipt, classification, coding, filing and marking out of NPRC records.
- Gathering and organizing reports, documents and records
- Responsible for creation of records storage, retrieval, archival and disposal where need be of all recorded information on the NPRC's activities.
- Any other duties assigned

### **QUALIFICATIONS AND COMPETENCES**

- National Diploma in Records and Information Management
- Degree in Records and Archives is 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.



- Fluent in any two local languages specified in the constitution other than English.

#### **PERSON SPECIFICATION**

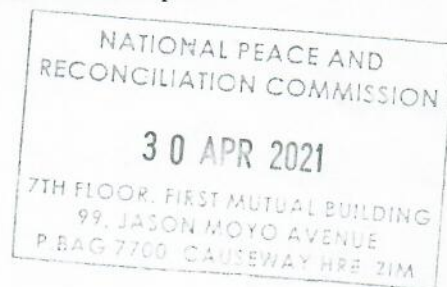
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Maintain confidentiality.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display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

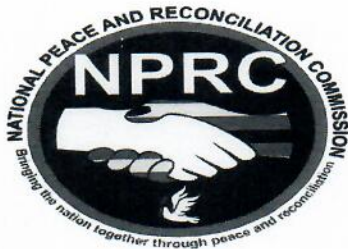
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**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.





VACANCY

NPRC/RRA/04

### **JOB DESCRIPTION**

**JOB TITLE:** REGIONAL RECORDS AND INFORMATION ASSISTANT  
**REPORTS TO:** REGIONAL COORDINATION MANAGER  
**STATION:** NORTHERN REGION (MASH WEST, CENTRAL, HARARE AND MASH EAST)

### **OVERALL JOB PURPOSE**

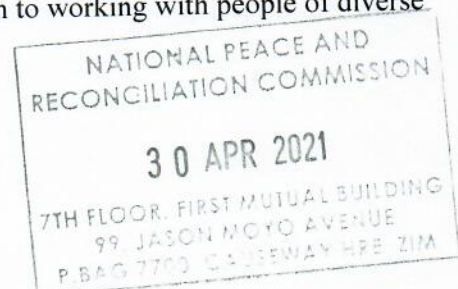
The overall purpose of this job is to manage Commission's computerised records management system and ensure efficient running of the registry.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Responsible for the efficient running of the registry.
- Responsible for the Commission's computerized records management system.
- Responsible for proper receipt, classification, coding, filing and marking out of NPRC records.
- Gathering and organizing reports, documents and records
- Responsible for creation of records storage, retrieval, archival and disposal where need be of all recorded information on the NPRC's activities.
- Any other duties assigned

### **QUALIFICATIONS AND COMPETENCES**

- National Diploma in Records and Information Management
- Degree in Records and Archives is 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.





- Fluent in any two local languages specified in the constitution other than English.

#### **PERSON SPECIFICATION**

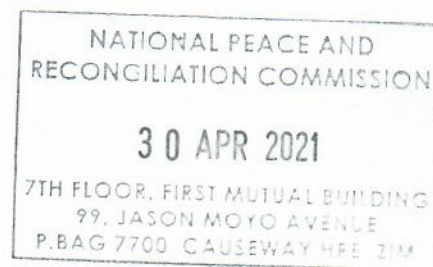
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Maintain confidentiality.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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
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- c) Contact details of 3 referees.

**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number





VACANCY

NPRC/ROA/04

### **JOB DESCRIPTION**

**JOB TITLE: OFFICE ASSISTANT**

**REPORTS TO: ADMINISTRATION OFFICER**

**STATION: HEAD OFFICE**

### **OVERALL JOB PURPOSE**

The overall purpose of this job is to ensure that offices and premises are clean, and mail is delivered on time.

### **MAIN 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 management.

### **QUALIFICATIONS AND COMPETENCES**

- At least 5 O Levels including English Language and fluent in at least 2 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
- Clean class 4 driver's licence is an added advantage.
- Being able to maintain good hygiene.
- Be physically fit.
- Fluent in any two local languages specified in the constitution other than English.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.





VACANCY

NPRC/RCM/02

## **JOB DESCRIPTION**

**JOB TITLE:** REGIONAL COORDINATION MANAGER  
**REPORTS TO:** GENERAL MANAGER  
**STATION:** NORTHERN REGION (MASH WEST,  
CENTRAL, HARARE AND MASH EAST)

## **OVERALL JOB PURPOSE**

The overall purpose of this job is to facilitate the implementation of NPRC programs and provide administrative and operational support to the overall implementation process of programs in the region.

## **MAIN 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 program stakeholders
- Facilitate meetings with program 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.

## **QUALIFICATIONS AND COMPETENCES**

- A degree in Development Studies, Peace Studies, Public Administration or any other Social Sciences degree



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- A relevant master's degree will be an added advantage
- At least 5 years' experience in peace building and working with Civil Society, International organisations or Government institutions.
- Proven leadership and managerial skills.
- Clean class 4 driver's licence is a **MUST**.
- 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 local languages spelt in the constitution**
- Ability to coordinate different stakeholders in a complex work environment.
- Experience in the usage of computers and office software packages (MS Word, Excel SPPS).

#### **PERSON SPECIFICATIONS**

- 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, age sensitivity and adaptability.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY

NPRC/CHI/03

#### **JOB DESCRIPTION/ SPECIFICATION**

**TITLE: COMPLAINTS HANDLING AND INVESTIGATIONS OFFICER**

**REPORTS TO: MANAGER COMPLAINTS HANDLING AND INVESTIGATION**

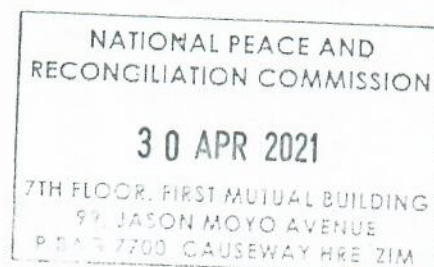
**STATION: HEAD OFFICE**

#### **OVERALL PURPOSE OF THE JOB**

The overall purpose of this job is to ensure victim centred and gender sensitive complaints handling and investigation mechanism.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Conducts investigations as directed by Manager CHI.
- Receives, documents and attends to all complaints received by the department.
- 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 NPRC Act, NPRC Regulations and NPRC 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 actioned.
- ❖ Performs any other duties assigned from time to time by CHI management



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## QUALIFICATIONS AND COMPETENCES

- ❖ Degree in Social Sciences in fields like Social Work, Peace and Security or related disciplines
- ❖ A qualification related to victim friendly, gender sensitive complaints handling, or investigations will be an added advantage
- ❖ A minimum of 5 years progressive work experience in complaints handling and investigations in peace and reconciliation or related field.
- ❖ 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 centredness and gender sensitivity during investigations.
- ❖ Strong written communication skills in English.
- ❖ Fluency in any two of the 16 local languages in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be an added advantage.

## PERSON SPECIFICATION

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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number



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VACANCY  
NPRC/SEA/04

## **JOB DESCRIPTION**

**TITLE: SENIOR EXECUTIVE ASSISTANT**

**REPORTS TO: GENERAL MANAGER**

**STATION: HEAD OFFICE**

## **OVERALL PURPOSE OF THE JOB**

The overall purpose of this job is to ensure excellent office management and meticulous record keeping.

## **MAIN DUTIES AND RESPONSIBILITIES:**

- Managing the Commission Offices
- Provision of secretarial services
- Typing documents
- Promoting sound reception and image management.
- Managing the diaries of the General Managers
- Making/answering calls
- Keeping records of incoming and outgoing mail.
- Maintain office diary
- Facilitating travel arrangements and meetings.
- Facilitating smooth communications and office operations
- Maintaining confidential records
- Attending to visitors
- Taking minutes
- Making tea



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- Duplicate, photocopy and e-mail documents.

## QUALIFICATIONS AND COMPETENCES

- ❖ Five (5) Ordinary level passes including English and Mathematics
- ❖ A Diploma in Office Management or equivalent
- ❖ At least 3 years' experience at Executive Assistant level.
- ❖ Ability to handle confidential information
- ❖ Ability to work under pressure
- ❖ Presentable with sound communication skills.
- ❖ Fluent in any two local languages other than English.
- ❖ Computer literacy skills a must.

## PERSON SPECIFICATION

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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY

NPRC/PEA/03

### **JOB DESCRIPTION**

**JOB TITLE: PRINCIPAL EXECUTIVE ASSISTANT**

**REPORTS TO: COMMISSIONER**

**STATION: HEAD OFFICE**

### **OVERALL PURPOSE OF THE JOB**

The overall purpose of this job is to ensure excellent office management and meticulous record keeping.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Excellent office management skills in a very busy office.
- Typing documents
- Maintain office diary
- Meticulous record keeping of all incoming and outgoing mail.
- Making and answering calls timely
- Maintain confidential records and information
- Attend to visitors.
- Take minutes in assigned meetings.
- Make and serve tea or refreshments.
- Duplicate, photocopy and email documents.



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- Travel arrangement/bookings.
- Arranging for meetings/workshops.
- Making appointments.

## **QUALIFICATIONS AND COMPETENCES**

- ❖ HND or Degree in Office Management
- ❖ At least 2 years' experience at the level of Senior Executive Assistant
- ❖ Ability to work under pressure a necessity
- ❖ Ability to handle confidential information
- ❖ Good communication and interpersonal skills
- ❖ Fluent in any two local languages other than English.
- ❖ Computer literacy skills a must.

## **PERSON SPECIFICATION**

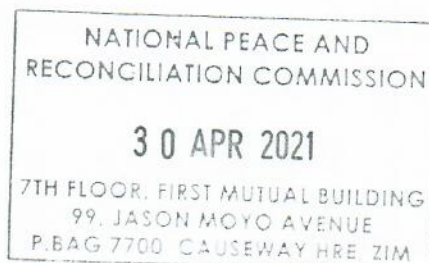
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Maintain confidentiality.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.
- Display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

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number



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*[Signature]*





VACANCY  
NPRC/ROA/04

**JOB DESCRIPTION**

**JOB TITLE:** REGIONAL OFFICE ASSISTANTS  
**REPORTS TO:** REGIONAL COORDINATION OFFICER  
**STATION:** NORTHERN REGION (MASH WEST, CENTRAL, HARARE  
AND MASH EAST)

**OVERALL JOB PURPOSE**

The overall purpose of this job is to ensure that offices and premises are clean, and mail is delivered on time.

**MAIN DUTIES AND RESPONSIBILITIES**

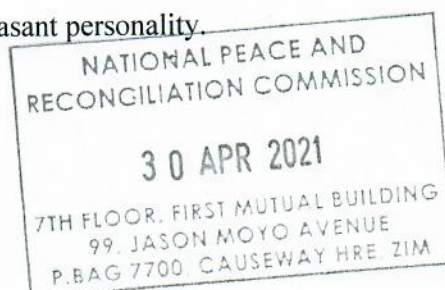
- Cleaning offices
- Preparing and serving tea
- Delivering mail and publications
- Responsible for the movement of office furniture and equipment
- Any other duties as delegated by management.

**QUALIFICATIONS AND COMPETENCES**

- At least 5 O Levels including English Language and fluent in at least 2 local languages specified in the constitution other than English.

**PERSON SPECIFICATION**

- Good interpersonal skills
- Good customer care skills and have a pleasant personality.



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- Be knowledgeable of Government Ministries and Departments.
- Confidentiality is a must
- Clean class 4 driver's licence is an added advantage.
- Being able to maintain good hygiene.
- Be physically fit.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. Suitably qualified women, youth, people with disabilities are encouraged to apply.

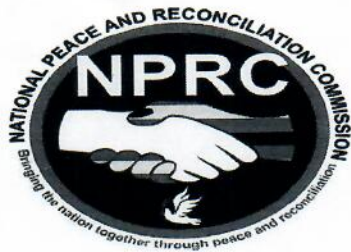
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- c) Contact details of 3 referees.

**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY  
NPRC/ROA/04

### **JOB DESCRIPTION**

**JOB TITLE:** REGIONAL OFFICE ASSISTANTS  
**REPORTS TO:** REGIONAL COORDINATION OFFICER  
**STATION:** CENTRAL REGION (MIDLANDS/MASVINGO)

### **OVERALL JOB PURPOSE**

The overall purpose of this job is to ensure that offices and premises are clean and mail is delivered on time.

### **MAIN DUTIES AND RESPONSIBILITIES**

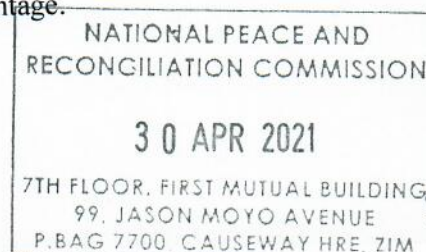
- Cleaning offices
- Preparing and serving tea
- Delivering mail and publications
- Responsible for the movement of office furniture and equipment
- Any other duties as delegated by management.

### **QUALIFICATIONS AND COMPETENCES**

- At least 5 O Levels including English Language and fluent in at least 2 local languages specified in the constitution other than English.

### **PERSON SPECIFICATION**

- Good interpersonal skills
- Good customer care skills and have a pleasant personality.
- Be knowledgeable of Government Ministries and Departments.
- Confidentiality is a must
- Clean class 4 driver's licence is an added advantage.





- Being able to maintain good hygiene.
- Be physically fit.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. Suitably qualified women, youth, people with disabilities are encouraged to apply.

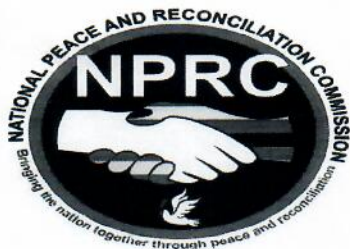
The application should comprise of:

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- c) Contact details of 3 referees.

**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY

NPRC/RCM/02

## **JOB DESCRIPTION**

**JOB TITLE:** REGIONAL COORDINATION MANAGER  
**REPORTS TO:** GENERAL MANAGER  
**STATION:** CENTRAL REGION (MIDLANDS/MASVINGO)

## **OVERALL JOB PURPOSE**

The overall purpose of this job is to facilitate the implementation of NPRC programs and provide administrative and operational support to the overall implementation process of programs in the region.

## **MAIN 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 program stakeholders
- Facilitate meetings with program 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.

## **QUALIFICATIONS AND COMPETENCES**

- A degree in Development Studies, Peace Studies, Public Administration or any other Social Sciences degree



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- A relevant master's degree will be an added advantage
- At least 5 years' experience in peace building and working with Civil Society, International organisations or Government institutions.
- Proven leadership and managerial skills.
- Clean class 4 driver's licence is a **MUST**.
- 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 local languages spelt in the constitution**
- Ability to coordinate different stakeholders in a complex work environment.
- Experience in the usage of computers and office software packages (MS Word, Excel SPPS).

#### **PERSON SPEIFICATIONS**

- 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, age sensitivity and adaptability.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. Suitably qualified women, youth, people with disabilities are encouraged to apply.

The application should comprise of:

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- c) Contact details of 3 referees.

**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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NPRC/CPMRT/02

#### **JOB DESCRIPTION/SPECIFICATION**

**TITLE:** MANAGER CONFLICT PREVENTION, MANAGEMENT,  
RESOLUTION AND TRANSFORMATION

**REPORTS TO:** GENERAL MANAGER-CONFLICT PREVENTION, MANAGEMENT,  
RESOLUTION AND TRANSFORMATION

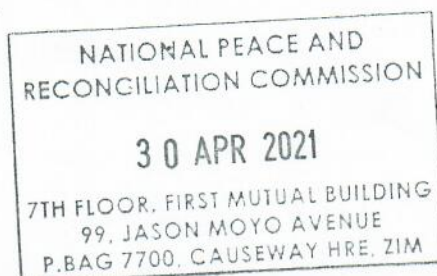
**STATION:** HEAD OFFICE

#### **OVERALL JOB PURPOSE**

The overall purpose of this function is to assist the General Manager to advance the NPRC's Conflict Prevention, Management, Resolution and Transformation (CPMRT) agenda through greater coordination and collaboration with relevant national partners.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Ensure implementation and analysis on issues relating to CPMRT to enable the NPRC to effectively deliver on its mandate.
- Support the CPMRT department and work closely with members of the NPRC Conflict Prevention and Non-Recurrence Committee to ensure implementation of programmes in accordance with the NPRC's mandate.
- Supervise the design and delivery of activities to enhance capacities among key stakeholders for dialogue, mediation, negotiation, strategic planning on reconciliation and the building of collaborative capacities.
- Support the NPRC on initiatives for conflict transformation and collaborative capacity skills development, directing, where possible, the integration of these activities into existing NPRC program areas.



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- Support the NPRC's Prevention and Non-Recurrence Committee in enhancing their skills and knowledge in building collaborative capacity in CPMRT in order to ensure that residual capacity will develop and remain beyond the NPRC's mandate
- Maintain contacts with authorities including Chapter 12 Independent Commissions at both national, central and local levels, government officials, civil society organizations, women and youth organizations, people with disabilities and other groups with a view to ensuring effective coordination in conflict prevention
- Ensure that, in undertaking the above, his/her work has the fullest engagement with, and participation of women, youth, children and persons with disabilities and ensuring the mainstreaming of gender perspectives as appropriate
- On a periodic basis, work closely with other NPRC internal and external thematic committees to advance the Commission's early warning and conflict prevention agenda
- Supervise and appraise CPMRT Officers
- Any other duties that may be assigned from time to time.

## QUALIFICATIONS AND COMPETENCES

- Bachelor of Social Science degree in fields like Peace and Security Studies, Psychology, Mediation or Development Studies.
- A relevant master's degree is an added advantage
- 5 years relevant experience in the field of Peace Building or Development work.
- Clean class 4 driver's licence is **a must**.
- Fluent in any **2 of the local languages** as outlined in the Constitution.

## PERSON SPECIFICATIONS

- Demonstrates integrity, equality desire to learn by modelling the NPRC's values and ethical standards
- Organizational and coordination skills
- Communication and inter-personal skills
- Integrity and respect for diversity

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by Friday 14 May 2021. Suitably qualified women, youth and people with disabilities are encouraged to apply.



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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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY

NPRC/RKM/02

**TITLE: MANAGER RESEARCH AND KNOWLEDGE MANAGEMENT**

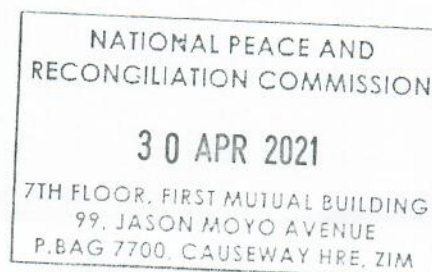
**REPORTS TO: GENERAL MANAGER RESEARCH AND KNOWLEDGE MANAGEMENT**

#### **OVERALL JOB PURPOSE**

The Research and Knowledge Management Manager is pivotal in ensuring evidence-based programming and policy recommendations by the NPRC. This function will assist the Manager to provide the basis upon which the NPRC will systematically and in a scientific manner generate key baselines, assessments, analysis and scenarios to inform its broader programmes and policy work.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- ❖ Ensure that initiated, planned, commissioned and coordinated processes leading to gender-sensitive primary and secondary research on issues related to the NPRC Mandate are implemented.
- ❖ Coordinate and supervise the production and dissemination of research findings through publications and other media formats appropriate to the target audiences, including meetings, briefings, seminars and visual media
- ❖ Assist the General Manager with the implementation of effective monitoring and evaluation plans of NPRC programmes
- ❖ Make use of 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 adaption and response mechanisms
- ❖ Ensure that gender sensitive related project data and knowledge is aligned with organizational requirements, and is stored/archived appropriately
- ❖ Provide support to the Research and Knowledge Management Thematic Committee
- ❖ Supervise and appraise RKM Officers



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- ❖ Any other duties as assigned from time to time by the General Manager

## QUALIFICATIONS AND COMPETENCIES

- ❖ At least a degree in Development Studies, Political Science, International Relations or related social sciences fields.
- ❖ A Master's degree in any related field will be an added advantage.
- ❖ Experience in qualitative and quantitative research skills is a must
- ❖ Minimum of 5 years progressive work in academic, policy, research, government, non-governmental training or another relevant professional environment.
- ❖ A clean class 4 driver's licence is a **must**
- ❖ Project management skills, including the ability to design and implement complex research projects/events with multiple partners in a timely manner.
- ❖ Experience in and willingness to work on complex issues in a diverse team
- ❖ Robust knowledge of Zimbabwe's ongoing discourses and Southern Africa perspective on Peace and Governance
- ❖ Strong written and verbal communication skills in English
- ❖ The candidate should be fluent in **any two of the languages** as outlined in the Constitution other than English.

## PERSON SPECIFICATION

- ❖ Demonstrate integrity, equality, desire to learn by modelling the NPRC's values and ethical standards.
- ❖ Promotes the vision, mission and strategic goals of the NPRC.
- ❖ Display cultural, gender, religion, race and age sensitivity and adaptability
- ❖ Technical and professional capacity.
- ❖ Professionalism in communication and conduct.
- ❖ Treat all people fairly without favouritism, with integrity and respect for diversity.

Interested and suitably qualified persons should submit applications ELECTRONICALLY ONLY to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **Friday 14 May 2021**. Suitably qualified women, youth, people with disabilities are encouraged to apply.

The application should comprise of:



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- 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 **Friday 14 May 2021**. Please quote the Vacancy Position and reference number



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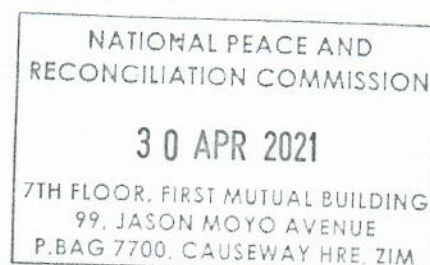
**TITLE: MANAGER- HEALING, RECONCILIATION AND REHABILITATION**  
**REPORTS TO: GENERAL MANAGER HEALING, RECONCILIATION AND REHABILITATION**

**OVERALL JOB PURPOSE**

The overall purpose of this job is to assist the General Manager to ensure the design and implementation of the NPRC's healing and reconciliation programmes in a coordinated and collaborative manner

**MAIN DUTIES AND RESPONSIBILITIES:**

- ❖ Ensure analysis on issues relating to healing and reconciliation to enable the wider NPRC to effectively deliver on its mandate
- ❖ Provide advice to ongoing and new healing and reconciliation efforts in the country to bring about unity and social cohesion
- ❖ Support the NPRC's department of Healing, Reconciliation and Rehabilitation work closely with the members of the Healing, Reconciliation and Rehabilitation Thematic Committee in operationalizing the healing and reconciliation strategy
- ❖ Support the establishment of key guidelines, procedures, programmes and projects and provide expert advice to ensure their effective implementation
- ❖ Participate in peace building, reconciliation and rehabilitation initiatives which fall under the purview of the NPRC's mandate
- ❖ Coordinate with national partners, other institutions to promote a comprehensive approach towards supporting healing and reconciliation in Zimbabwe
- ❖ Ensure full participation in building a network of partners and stakeholders (including government and broader civil society) working on reconciliation and work with them to strengthen and incorporate reconciliation in development processes
- ❖ Any other duties as assigned from time to time.



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## QUALIFICATIONS AND COMPETENCES

- ❖ Bachelor of Social Science degree in fields like Social Work, Psychology, Peace Studies, or other relevant social sciences.
- ❖ A relevant master's Degree is an added advantage.
- ❖ Minimum 5 years of relevant experience in the field of Peace Building, Developmental work or Healing and Reconciliation.
- ❖ Class 4 driver's licence is a **must**.
- ❖ Experience in working in Zimbabwe with and coordinating a wide range of stakeholders including Government, Civic Society in the field of healing and reconciliation.
- ❖ Fluent in any two of the local languages specified in the constitution other than English.
- ❖ Knowledge of other ethnic languages and cultures is an added advantage.

## PERSON SPECIFICATION

- ❖ Demonstrates integrity, equality, desire to learn by modelling the NPRC's 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

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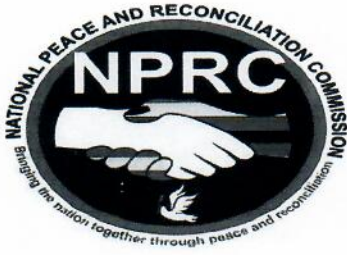
- a] Brief covering letter stating your motivation to apply for this position
- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.

**Submission Deadline:** 3pm Zimbabwe time of **Friday 14 May 2021**. Please quote the Vacancy Position and reference number.



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VACANCY

NPRC/RCO/03

**JOB DESCRIPTION:**

**JOB TITLE:** REGIONAL COORDINATION OFFICER  
**REPORTS TO:** REGIONAL COORDINATION MANAGER  
**STATION:** NORTHERN REGION (MASH WEST,  
CENTRAL, HARARE AND MASH EAST)

**OVERALL JOB PURPOSE**

The overall purpose of this job is to facilitate the implementation of NPRC programs and provide administrative and operational support to the overall implementation process of programs in the region.

**MAIN DUTIES AND RESPONSIBILITIES**

- Facilitate the implementation of NPRC programmes.
- Support and facilitate the coordination between various stakeholders.
- Facilitate meetings with stakeholders
- 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
- Carry out any other assigned by Region Coordinator Manager

**QUALIFICATIONS AND COMPETENCES**



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- A degree in Development studies, Public Administration or any other Social Science degree
- At least 2 years' experience working with Civil Society, International Organizations and Government institutions
- Team player with a flexible and adaptable approach to work with people of diverse cultures and backgrounds
- Undertake creative and innovative methods for NPRC programmes implementation
- Strong written, analytic and verbal communication skills in English and two local languages specified in the constitution.
- Ability to coordinate different stakeholders in a complex work environment
- Experience in the usage of computers and office software packages (MS Word, Excel SPPS)

#### PERSON SPECIFICATIONS

- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRC values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity and professionalism and respect for all diverse groups.

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