



NATIONAL PEACE AND RECONCILIATION COMMISSION  
20 APR 2022  
7TH FLOOR, FIRST BUILDING  
99 JASON AVENUE  
P.O. BAG 7700, CAUSEWAY HRE, ZIM

# VACANCY

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

## JOB DESCRIPTION

**JOB TITLE:** RESEARCH AND KNOWLEDGE MANAGEMENT OFFICER

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

## 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.

## SKILLS AND COMPETENCES

- A Social Sciences degree in Political Science, Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent.
- 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.

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- 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 any two of the 16 languages as spelt out in the Constitution of Zimbabwe. Knowledge of other ethnic cultures will be added advantage.

Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: [hr@nprc.org.zw](mailto:hr@nprc.org.zw) by **27 April 2022**. The applications should be directed to the **General Manager Human Resources and Administration**.

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 Wednesday 27 April 2022.** Please quote the Vacancy Position and reference number.

*Seuse*  
*20/04/22*

