



VACANCY

SENIOR EXECUTIVE ASSISTANT
(NPRC/SEA 03)

JOB DESCRIPTION /SPECIFICATION

TITLE: SENIOR EXECUTIVE ASSISTANT

**REPORTS TO: GENERAL MANAGER OF THE COMMISSION
DUTIES AND RESPONSIBILITY**

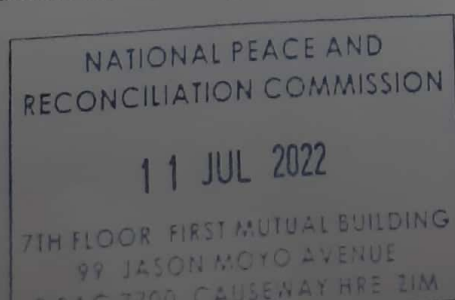
- Managing the Commission offices
- Provision of secretarial services
- Typing documents
- Promoting sound reception and image management
- Managing the diaries of the general managers
- Making or answering calls
- Keeping records of incoming and outgoing mail
- Maintain office diary
- Facilitating travel arrangements and meetings
- Facilitating smooth communications and office operations
- Maintaining confidential records
- Attending to visitors
- Taking minutes
- Making tea
- Duplicate, photocopy and e-mail documents.

Job Specifications

- National Diploma in Secretarial Studies or Office Management
- Higher National Diploma is an added advantage
- At least 3 years relevant working experience
- Ability to work with all people fairly without favouritism whilst observing the protocols
- Displays cultural, gender, religion, race and age sensitivity and adaptability.

**Interested and suitably qualified persons should submit applications
ELECTRONICALLY ONLY to hr@nprc.org.zw by 18 July 2022.**

Suitable qualified men are encouraged to apply.



J. Chingwe

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 detail of 3 referees.

Submission Deadline: 3pm Zimbabwe time of **Monday 18 July 2022**. Please quote job title and reference number.

D. Clinge



VACANCY

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

JOB DESCRIPTION /SPECIFICATION

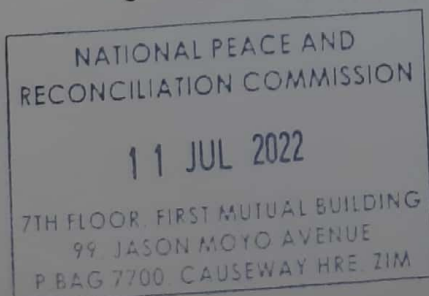
TITLE: COMPLAINTS HANDLING AND INVESTIGATIONS OFFICER
REPORTS TO: MANAGER COMPLAINTS HANDLING AND INVESTIGATIONS
STATION: MASVINGO

DUTIES

- Conducts complaints handling and investigations as directed by Manager Complaints Handling and Investigations (CHI).
- Carries out complaints handling and investigations in a victim centred 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.

Job Specifications

- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Psychology, Sociology or equivalent.
- Investigative skills highly recommended.
- Demonstrates 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.



D. Chigwe

Interested and suitable qualified persons should submit applications ELECTRONICALLY ONLY to hr@nprc.org.zw by 18 July 2022.

Suitable qualified women 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 18 July 2022**. Please quote job title and reference number.