



# VACANCY

HEALING, RECONCILIATION AND REHABILITATION MANAGER (NPRC/HRR/02)

## JOB DESCRIPTION

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

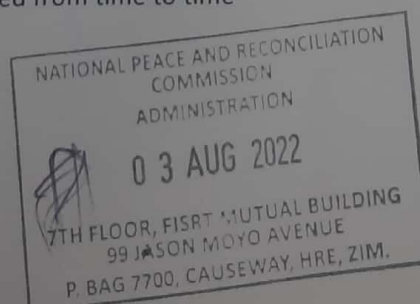
**REPORTS TO: GENERAL MANAGER HEALING, RECONCILIATION AND REHABILITATION**

## OVERAL 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 effectiveness implementation
- Participate in peace building, reconciliation and rehabilitation initiatives which fall under the purview of the NPRC 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



## QUALIFICATIONS AND COMPETENCES

- A degree in Social Science in fields like Peace and Governance, Early Warning and Early Response, Social Work, Development Studies, Public Administration, Psychology or any other Social Sciences degree
- A relevant Master's degree is a **must**
- Minimum of 5 years progressive work in academic, policy, research, government and non-governmental training or another relevant professional environment.
- A clean class 4 driver's licence is a **must**
- The Candidate should be fluent in **any two of the languages** as outlined in the Constitution other than English
- Knowledge of other ethnic languages and cultures is an added advantage

## PERSON SPECIFICATION

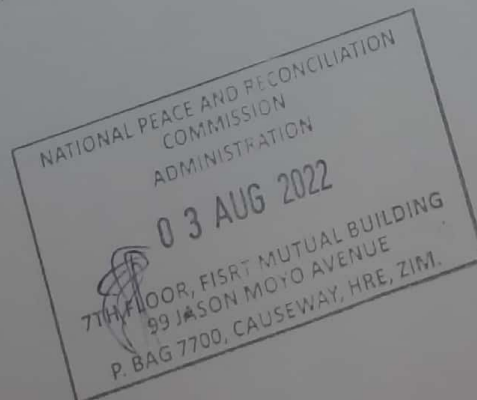
- Demonstrate integrity, equality, desire to learn by modelling the NPRC's values and ethical standards
- Promotes the vision, mission and strategic goals of the NPRC
- Display cultural, gender, religion, race and age sensitivity and adaptability
- Technical and professional capacity
- Professionalism 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 Monday 15 August 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





# VACANCY

REGIONAL COORDINATOR (NPRC/RM/02)

## JOB DESCRIPTION

**JOB TITLE:** REGIONAL COORDINATION MANAGER X2 (CHINHOYI AND MUTARE)

**REPORTS TO:** EXECUTIVE SECRETARY

## 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 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

## QUALIFICATIONS AND COMPETENCES

- A degree in Social Science in fields like Peace and Governance, Early Warning and Early Response, Social Work, Development Studies, Public Administration, Psychology or any other Social Sciences degree
- A relevant Master's degree is a **must**
- At least 5 years' relevant working experience in Government, Regional and International Organizations
- 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



- The Candidate should be fluent in **any two of the languages** as outlined in the Constitution other than English
- Ability to coordinate different stakeholders in a complex work environment
- Experience in the usage of computers and office software packages (MS Word, Excel SPPS)
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRC's 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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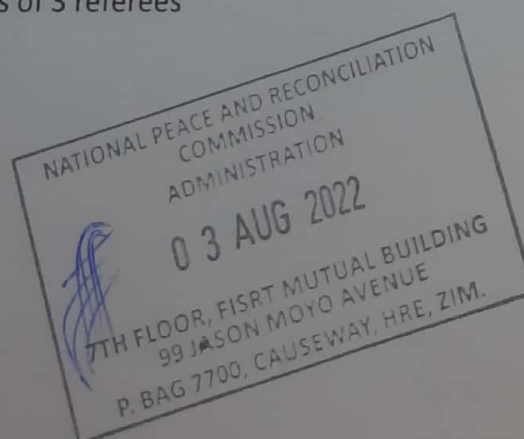
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# VACANCY

RESEARCH AND KNOWLEDGE MANAGEMENT MANAGER (NPRC/RKM/02)

## JOB DESCRIPTION

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

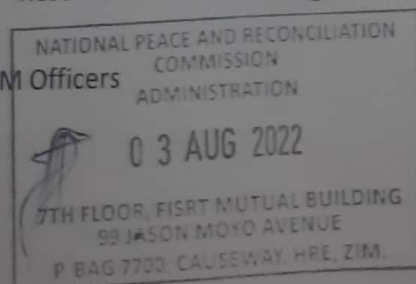
**REPORTS TO:** GENERAL MANAGER RESEARCH AND KNOWLEDGE MANAGEMENT

## 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 General 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 furnish 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 organisational requirements, and is stored/archived appropriately
- Provide support to the Research and Knowledge Management Thematic Committee
- Supervise and appraise RKM Officers



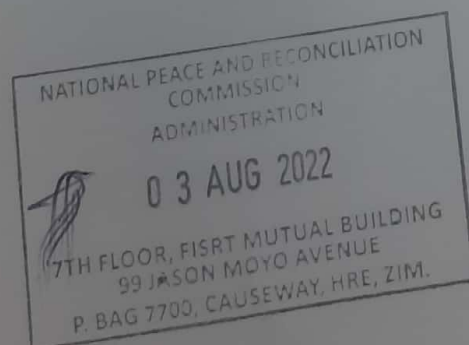
- Any other duties assigned from time to time by the General Manager

#### QUALIFICATIONS AND COMPETENCES

- A degree in Social Science in fields like Peace and Governance, Social Work, Development Studies, Public Administration, Psychology or any other Social Sciences degree
- A relevant Master's degree is a **must**
- Experience in qualitative and quantitative research skills is a must
- Minimum of 5 years progressive work in academic, policy, research, government and 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

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# VACANCY

HUMAN RESOURCES ASSISTANT (NPRC/HRA/04)

**JOB DESCRIPTION**

**JOB TITLE:**

**HUMAN RESOURCES ASSISTANT**

**REPORTS TO:**

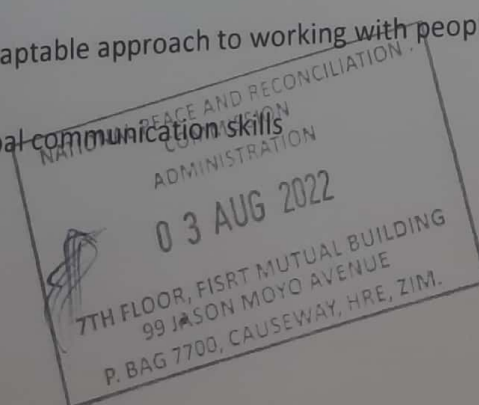
**MANAGER, HUMAN RESOURCES & ADMINISTRATION**

## MAIN 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, and 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 Capital Development, Industrial Relation, Employment Relations or any other relevant Social Science degree
- Knowledge of SAP is an added advantage
- 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





- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRC's values, principles, mission and ethical standards
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