



VACANCY

LEGAL SERVICES OFFICER (NPRC/LSO/03)

JOB DESCRIPTION/ SPECIFICATION

TITLE: LEGAL SERVICES OFFICER

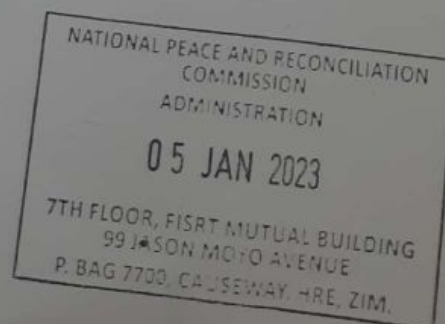
REPORTS TO: LEGAL SERVICES MANAGER

DUTIES AND RESPONSIBILITIES:

- Rendering legal services, organizing provision of legal services to the NPRC and taking lead in guiding other legal staff, including case filing management and distribution of legal related assignments
- Ensuring effective internal communication on all legal matters related to the operations and programmes of the NPRC
- Assist the NPRC in effective performance management in accordance with the laws of Zimbabwe
- Support the NPRC in lawyer identification, sourcing and selecting cases for court litigation
- Ensure quality legal and litigation services
- Ensure quality external communication with the applicants seeking legal advice and litigation services
- Assist the NPRC in coordinating and facilitating other programme related activities such as training programmes for stakeholders on the legal aspects related to the NPRC's mandate
- Maintain the records on legal cases

SKILLS AND COMPETENCES

- ❖ A degree in Law and related disciplines from a reputable University.
- ❖ Master's degree is an added advantage.
- ❖ Minimum 2 years of professional and extensive experience practicing law, as well as in rendering legal services.
- ❖ Professional work on legal related matters in Zimbabwe
- ❖ Knowledge and experience with Legal matters related to Peace, Healing and Reconciliation.
- ❖ Strong written and verbal communication skills in English
- ❖ Research skills a must.
- ❖ Knowledge of court processes.
- ❖ 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.
- ❖ Demonstrates integrity 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
- ❖ Treats all people fairly without favouritism
- ❖ Integrity and respect for diversity.



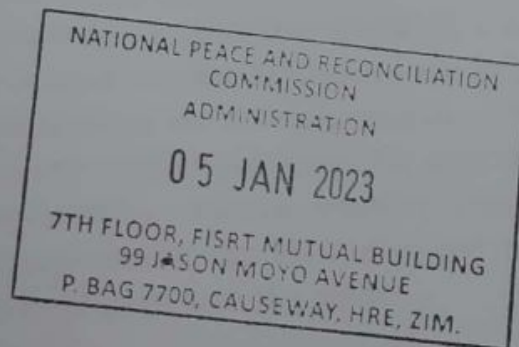
Interested and suitably qualified persons should submit applications **ELECTRONICALLY ONLY** to: recruitment@nprc.org.zw by Friday 13 January 2023.

Suitably qualified women, youth, people with disabilities are encouraged to apply.

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- b) An updated Curriculum Vitae (CV).
- c) Contact details of 3 referees.

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VACANCY

VICTIM SUPPORT, GENDER AND DIVERSITY OFFICER (NPRC/VSGD/03) X 2 Posts

JOB TITLE: Victim Support, Gender and Diversity Officer

REPORTS TO: Victim Support, Gender and Diversity Manager

OVERALL JOB PURPOSE

Working closely with the Manager of the National Peace and Reconciliation Commission (NPRC)'s Victim Support, Gender and Diversity Committee, ensure that the NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented, implement guidelines and support the training on safe contact methods with all victims, respecting confidentiality, following agreed processes for contacting victims of sexual violence, domestic violence, people bereaved by violence, women, young people and children and ensure the actualization of spaces and practices, confidentiality and information sharing that encourages the public and stakeholders to engage with the NPRC.

MAIN DUTIES AND RESPONSIBILITIES:

- Working closely with the General Manager of the National Peace and Reconciliation Commission (NPRC)'s Victim Support, Gender and Diversity Committee, ensure that the NPRC's Victim Support, Gender and Diversity Strategy Standards, procedures and referral systems are developed, observed and implemented
- Implement guidelines and support the training on safe contact methods with all victims, respecting confidentiality, following agreed processes for contacting victims of sexual violence, domestic violence, people bereaved by violence, women, young people and children
- ensure the actualization of spaces and practices, confidentiality and information sharing that encourages the public and stakeholders to engage with the NPRC
- Support the Manager and General Manager in promoting compliance with legal, regulatory, ethical, and social requirements of the Victim Support, Gender and Gender Diversity Committee of the NPRC while ensuring that the key recommendations are followed through and acted upon
- To provide support to the Victim Support, Gender and Diversity Committee of the NPRC while ensuring that the key recommendations and acted upon
- To support the coordination of partnerships with government entities, CSOs, FBOs and any other key partners to advance the mandate of the NPRC
- To implement productive gender, victim and diversity sensitive principles and ensure their enforcement within the NPRC

Qualifications and Experience

- Any Social Sciences degree in Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Experience in providing victim support in the context of healing and reconciliation programmes.
- Minimum of 2 years' experience working on issues related to peace building, women and gender, peace and security, justice, rule of law and human rights.
- Demonstrate integrity, equality, and desire to learn by modelling the NPRCs values and ethical standards.
- Strong written and verbal communication skills in English
- The candidate should be fluent in any two of the languages outlined in the Constitution of Zimbabwe and knowledge of other ethnic cultures will be 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.

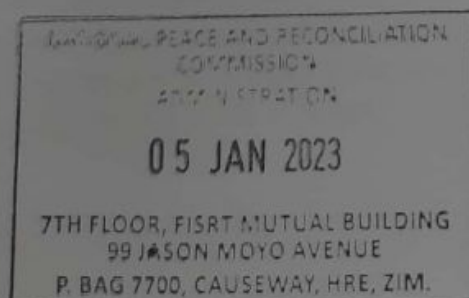
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VACANCY

LEGAL SERVICES OFFICER (NPRC/LSO/03)

JOB DESCRIPTION/ SPECIFICATION

TITLE: LEGAL SERVICES OFFICER

REPORTS TO: LEGAL SERVICES MANAGER

DUTIES AND RESPONSIBILITIES:

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- Ensuring effective internal communication on all legal matters related to the operations and programmes of the NPRC
- Assist the NPRC in effective performance management in accordance with the laws of Zimbabwe
- Support the NPRC in lawyer identification, sourcing and selecting cases for court litigation
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- Ensure quality external communication with the applicants seeking legal advice and litigation services
- Assist the NPRC in coordinating and facilitating other programme related activities such as training programmes for stakeholders on the legal aspects related to the NPRC's mandate
- Maintain the records on legal cases

SKILLS AND COMPETENCES

- ❖ A degree in Law and related disciplines from a reputable University.
- ❖ Master's degree is an added advantage.
- ❖ Minimum 2 years of professional and extensive experience practicing law, as well as in rendering legal services.
- ❖ Professional work on legal related matters in Zimbabwe
- ❖ Knowledge and experience with Legal matters related to Peace, Healing and Reconciliation.
- ❖ Strong written and verbal communication skills in English
- ❖ Research skills a must.
- ❖ Knowledge of court processes.
- ❖ 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.
- ❖ Demonstrates integrity 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
- ❖ Treats all people fairly without favouritism
- ❖ Integrity and respect for diversity.

NATIONAL PEACE AND RECONCILIATION
COMMISSION
ADMINISTRATION

05 JAN 2023

7TH FLOOR, FIRST MUTUAL BUILDING
99 JASON MOTO AVENUE
P. BAG 7700, CALESONWAY, HRE, ZIM.

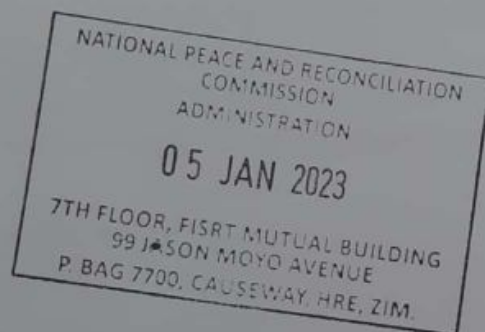
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VACANCY

RECORDS AND INFORMATION ASSISTANT (NPRC/RCA/04)

JOB DESCRIPTION

JOB TITLE:

RECORDS AND INFORMATION ASSISTANT – SOUTHERN REGION

REPORTS TO:

RECORDS AND INFORMATION OFFICER

DUTIES:

- Responsible for the efficient running of the Registry/Records office
- Responsible for the Commission's computerized records management system
- Responsible for proper disposal of records
- Gathering and organizing reports, documents and records
- Responsible for creation of records storage, retrieval and disposal of all recorded information on NPRC's activities.
- Storage of electronic documents
- Any other duties assigned

SKILLS AND COMPETENCES

- Diploma/Higher 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.
- 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 and age sensitivity and adaptability.

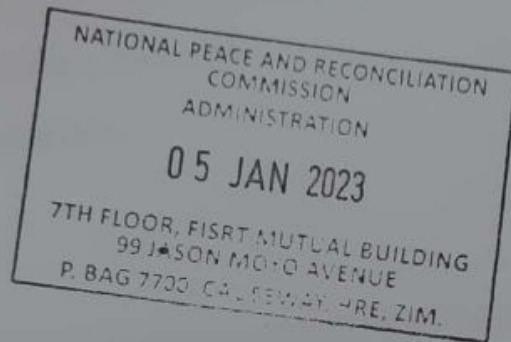
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VACANCY NPRC/SEA/04

Senior Executive Assistant x 2 Posts

JOB DESCRIPTION

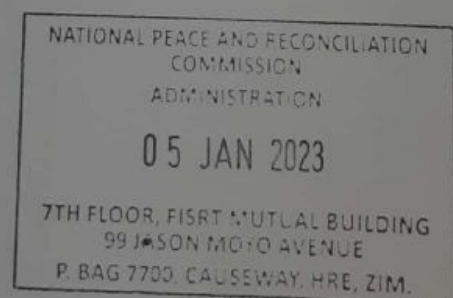
TITLE: SENIOR EXECUTIVE ASSISTANT
REPORTS TO: GENERAL MANAGER
STATION: HEAD OFFICE

OVERALL JOB PURPOSE:

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
- Duplicate, photocopy and e-mail documents.



QUALIFICATIONS AND COMPETENCIES

- Five (5) ordinary level passes including English Language
- A Diploma in Office management or equivalent
- At least two years' experience at Executive Assistant level
- Ability to handle confidential information
- Ability to work under pressure
- Presentable with sound communication skills
- Fluent in any 2 local languages.
- Computer literacy skills a must

PERSON SPECIFICATION

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

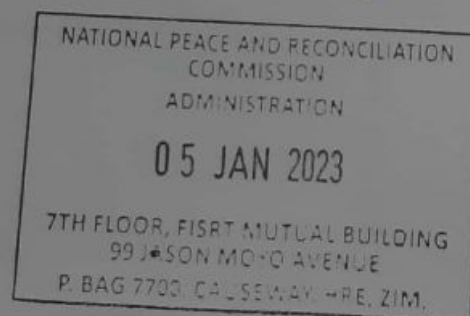
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VACANCY

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

JOB DESCRIPTION

JOB TITLE: RESEARCH AND KNOWLEDGE MANAGEMENT OFFICER

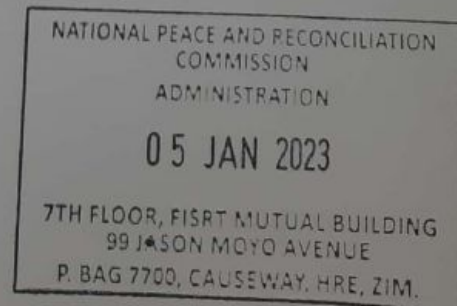
REPORTS TO: MANAGER RESEARCH AND KNOWLEDGE MANAGEMENT

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
- 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 Development Studies, Public Administration, Peace and Governance, Sociology, Psychology or equivalent
- Diploma in Project Management an added advantage
- 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



- 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.
- At least two years working experience on research and knowledge management.
- Strong written and verbal communication skills in English. The candidate should also be fluent in Shona, Ndebele, Knowledge of other ethnic languages such as Tonga will be added advantage.

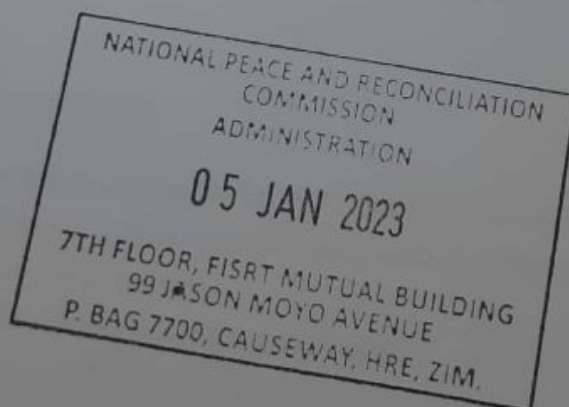
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CR/ta



VACANCY

REGIONAL COORDINATION OFFICER (NPRC/RCO/03)

JOB DESCRIPTION

JOB TITLE: REGIONAL COORDINATION OFFICER- EASTERN REGION (MANICALAND)

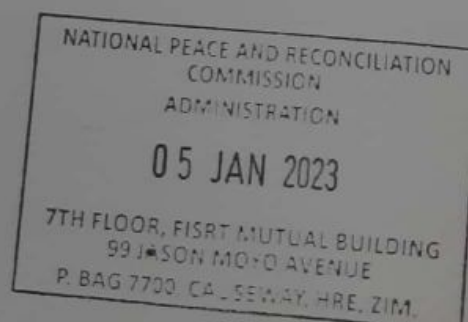
REPORTS TO: REGIONAL COORDINATION MANAGER

Key Duties and Responsibilities

- Facilitates the implementation of NPRC programmes
- Supports and facilitates the coordination between various project stakeholders
- Facilitates 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 on the NPRC mandate.
- Carry out any other duties assigned by Regional Coordination Manager

SKILLS AND COMPETENCES

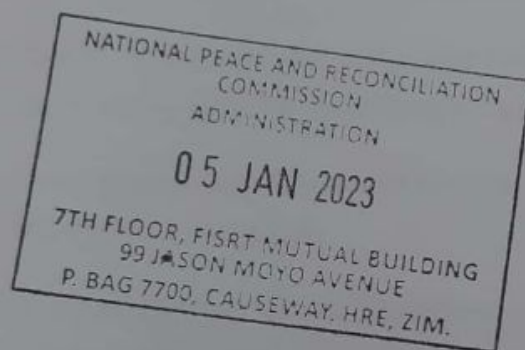
- A degree in Development Studies, Public Administration or any other Social Science degree
- At least 2 years' experience working with Civil Society, International organizations and Government institutions.
- Proven leadership and managerial skills.
- Team player with a flexible and adaptable approach to working with people of diverse cultures and background.
- Undertake creative and innovative methods for NPRC Programmes implementation.
- Strong written, analytical and verbal communication skills in English and two regional languages
- 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 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 and age sensitivity and adaptability.



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VACANCY

Healing, Reconciliation and Rehabilitation Officer (NPRC/HRR/03) x 2 Posts

JOB DESCRIPTION

TITLE: HEALING RECONCILIATION AND REHABILITATION (HRR) OFFICER

REPORTS TO: MANAGER HRR

MAIN DUTIES AND RESPONSIBILITIES:

- Provide support and analysis on issues relating to healing, reconciliation and rehabilitation to enable the NPRC to effectively deliver on its mandate.
- Provide in-depth advice on on-going and new healing, reconciliation and rehabilitation efforts in the country to bring about togetherness and social interrelations.
- Assisting the Manager and General Manager HRR in all programmatic initiatives as well as to fulfil the NPRC's mandate.
- Assist in the development of key guidelines, procedures, programmes and projects and provide valuable guidance to their implementation.
- Prepare and participate in peace building, reconciliation and rehabilitation initiatives.
- Be a resourceful person with the ability to coordinate national partners, institutions and initiatives in order to promote an inclusive and comprehensive approach to healing and reconciliation in Zimbabwe.

Competencies

- A Bachelor of Social Science Degree in Peace and Governance, Development Studies, Sociology and Gender Development.
- At least 2 years working experience on peace related issues, gender and development, healing and reconciliation.
- Experience in designing and implanting healing, reconciliation and rehabilitation programmes.
- Experience working in Zimbabwe coordinating a wide range of stakeholders including Government, Civil Society and Traditional Leaders in the field of healing reconciliation rehabilitation.



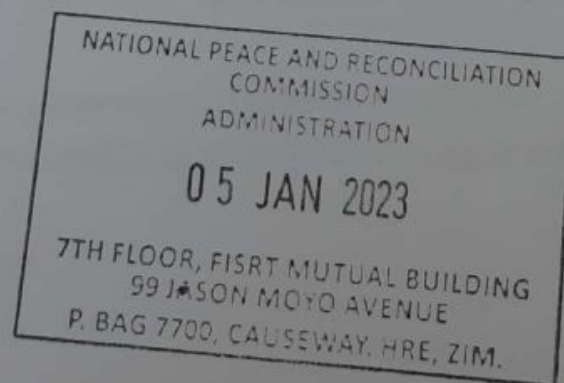
- Fluency in Ndebele and Shona or any other two National languages as provided in the constitution of Zimbabwe.
- Team player with flexible and adaptable approach to working with people of diverse cultures and background.
- Strong written, analytical and verbal communication skills.
- Must demonstrate integrity, equality and aspiration to learn by modelling the NPRCs values, principles, mission and ethical standards.
- Ability to treat all people fairly without discrimination, with integrity, professionalism and respect for all diverse groups.
- Display cultural, gender, religious, race and age sensitivity and adaptability.

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Chika



VACANCY

HUMAN RESOURCES ASSISTANT (NPRC/HRA/04)

JOB DESCRIPTION

JOB TITLE:

HUMAN RESOURCES ASSISTANT

REPORTS TO:

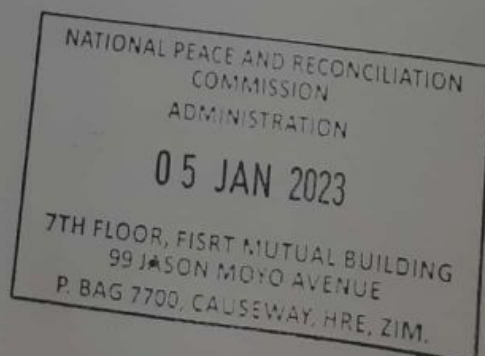
MANAGER, HUMAN RESOURCES & ADMINISTRATION

Key Duties and Responsibilities

- Updating and maintenance of the NPRC's Establishment Strength.
- Preparing and submitting 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.
- Minute 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, the Commission and to the Salary Services Bureau.
- Supervises and Appraises 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

- Diploma/HND in Human Resources Management
- Degree in Human Resources Management will be 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 NPRCs values, principles, mission and ethical standards.



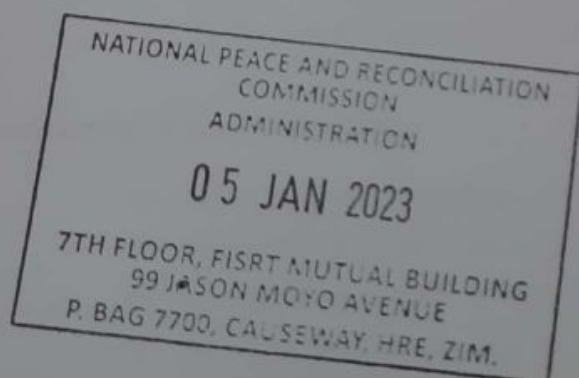
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VACANCY

ACCOUNTING ASSISTANT (NPRC/AA/04)

JOB TITLE: Accounting Assistant

REPORTS TO: Accountant

Key Duties and Responsibilities

- ❖ Prepares Financial statements and is responsible for Revenue Collection
- ❖ Maintains the Books of Accounts of the Commission
- ❖ Responsible for Bank Reconciliation and clearing of NPRC accounts
- ❖ Maintenance of Suspense Accounts (Disallowances, Surcharges, Advances and Miscellaneous).
- ❖ Checks and posts documents in the NPRC Funds Management System
- ❖ Prepares the Semi and Annual Statutory Returns and other financial reports
- ❖ Performs any other duties as may be delegated by the management.

Qualifications and Experience

- ❖ Diploma in Accountancy
- ❖ Higher Diploma in Accountancy (SAAA) will be an added advantage.
- ❖ Knowledge of SAP is **mandatory**.
- ❖ At least two years relevant experience in a Multicultural, Government or Civil Society Organisation (CSO).
- ❖ Class 4 Driver's Licence is an added advantage.

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