



VACANCIES NOTICE

GOKWE SOUTH RURAL DISTRICT COUNCIL IS INVITING APPLICATIONS FROM SUITABLE, QUALIFIED AND EXPERIENCED PERSONS TO FILL THE FOLLOWING POSITIONS;

1. EXECUTIVE OFFICER ADMINISTRATION) AND HR (GRADE 10)

QUALIFICATIONS & EXPERIENCE

- A Degree from a recognized university in either Administration, Local government, Law, full CIS, Human Resources, Labor relations or any Social Science degree
- A Diploma in Human Resources, Administration or IPMZ is a requirement
- A proven track record in HR issues and payroll management
- 4 years post qualification experience in middle management or an Administrative position with at least 1 year in a local government fraternity
- Must be at least 30 years old
- Must be a citizen of Zimbabwe
- Must have NO criminal record
- Must possess a Clean class 4 drivers license

DUTIES & RESPONSIBILITIES

- Responsible for Personnel Performance Management within the Council
- Proffering legal advice to all Council related issues
- Responsible for the general management of Human Resources related issues (recruitment and selection, training and development, employee discipline, industrial relations)
- Advising on the Development and Implementation of Human Resources Policies
- Administration of Council meetings
- Preparing Departmental Estimates of Income and Expenditure
- Coordinate Council departments
- General Administration of Council

2. INTERNAL AUDITOR (GRADE 10)

QUALIFICATIONS & EXPERIENCE

- A Degree from a recognized university in Auditing, Accounting, Finance, holder of a full CIS, CIA or CIMA
- At least three years post qualification experience in middle management in the accounting or auditing field
- At least 1 year experience in a Local Government fraternity will be an added advantage
- A clean class 4 driver's license will be an added advantage
- Must be at least 30 years old
- Must be a Zimbabwean citizen
- Must have no criminal record

DUTIES & RESPONSIBILITIES

- Ensure establishment of sound systems of internal control within council
- Ensure compliance with standard practices, regulations, guidelines and procedures of Council
- Carryout audit assignments under the guidance of the audit committee or the Chief Executive Officer
- To do spot checks on all council activities
- To critically analyze the expenditure patterns ensuring that council receive value for money on all expenses
- To produce departmental monthly reports and formulating audit conclusion and recommendations
- To coordinate internal and external audit
- Monitor the use of council resources and assets
- To audit the efficiency, economy and effectiveness of Council operations

3. ICT SYSTEMS OFFICER (GRADE 6)

QUALIFICATIONS & EXPERIENCE

- A Degree, HND or Diploma in Information Communication & Technology or its equivalent
- Must be at least 25 years old
- 2 years post qualification experience
- Must have NO criminal record

DUTIES & RESPONSIBILITIES

- Contribute to the planning, implementing and maintaining of the security measures to protect ICT systems, networks and data on all security classification levels
- Prepare and ensure the proper configuration and management of ICT security equipment
- Administer LAN, WANs, network segments, internet and intranet systems
- Provide protection of ICT Systems from external threats like virus spreading, hacking or denial of service attacks and provide an appropriate response
- Liaise with other departments, notably in the area of Administration, to ensure the execution of related corporate tasks, such as planning, reporting, administration, financial, budget management & risk management
- Prepare secure baseline configurations for Microsoft systems and network devices and ensure their correct application
- Ensure proper monitoring, alerting and reporting on ICT Security equipment
- Administer and maintain ICT hardware and software

4. CREDIT CONTROLLER (GRADE 6)

QUALIFICATIONS & EXPERIENCE

- The incumbent must be a holder of a Degree or Higher National Diploma in financial law or a qualification in finance or accounting
- A certificate in credit control will be an added advantage
- A proven knowledge of legal matters will be an added advantage
- Must be at least 25 years old
- Must have at least 2 (two) years experience
- A Clean Class Four Driver's Licence
- Must have NO criminal record

DUTIES & RESPONSIBILITIES

- Managing and processing invoices
- Reconciliation of debtors' balances up to General ledger
- Maintaining an accurate and up to date record of customer information, credit history and debt recovery efforts
- Chasing overdue payments, sending reminders and negotiating payment plans with clients
- Developing strong relationships with customers to facilitate timely payments and resolve any payment disputes
- Preparing regular reports on receivables and overdue accounts
- Initiating and concluding legal proceedings for recovery of outstanding debts
- Adherence with relevant laws and regulations such as fair Debt Collection Practices Act
- Keeping a track record of customer payments
- Any other duties as assigned by the superior

ALL ONLINE APPLICATIONS TO BE SUBMITTED IN A SINGLE FILE QUALIFIED AND EXPERIENCED CANDIDATES TO SUBMIT THEIR APPLICATIONS WITH THE POST APPLIED FOR CLEARLY MARKED, TO;

**THE CHIEF EXECUTIVE OFFICER
Gokwe South Rural District Council
P. Bag 6054
Gokwe**

**Email : gokwesouthrdc@gmail.com
or
Website : www.gokwesouthrdc.co.zw**

On or before the 28th March 2025