

## VACANCY NOTICE

### **POST A**

**Job Title:** Drivers X 3  
**Locations:** Bulawayo, Matabeleland North & Matabeleland South  
**Job Grade:** B3

### **Job Purpose**

The Driver is a key member of the team responsible for providing comprehensive and professional driving services. The role involves the safe and timely transportation of personnel, official documents, and goods, as well as the proactive maintenance and management of assigned vehicles. The ideal candidate will demonstrate a strong commitment to safety, a high level of professionalism, and a comprehensive understanding of vehicle operations and maintenance.

### **Key Responsibilities and Duties**

- Providing safe, reliable, and transportation for staff, visitors, and other authorized personnel.
- Transporting official documents, parcels, and other items to designated locations as instructed.
- Driving senior management and visiting dignitaries with the utmost professionalism.
- Adhering strictly to all traffic laws, regulations, and institutional policies to ensure the safety of passengers and property.
- Conducting daily pre-and post-trip inspections of the vehicle to ensure it is in excellent working condition.
- Maintaining a detailed logbook of all trips, including mileage, fuel consumption, and maintenance records.
- Scheduling and overseeing routine maintenance and servicing of the vehicle to prevent mechanical issues.
- Proactively identifying and reporting any mechanical faults, damages, or issues requiring repair to the Transport Officer/Provincial Administration Officer.
- Ensuring the vehicle is always clean, both inside and out, and presentable.
- Assisting with the loading and unloading of items as required and any related tasks.
- Maintaining accurate records of all expenses, including fuel and repair costs, and submitting timely reports with supporting documentation.
- Performing any other related duties as assigned by the Transport Officer or Provincial Administration Officer to support the effective functioning of all the administrative and logistics work.

### **Qualifications, Experience and Attributes**

- A minimum of five (5) G.C.E. Ordinary Level passes, including Mathematics and English.
- Fluency in Ndebele speaking is a must.
- A valid, clean Class 2 Driver's license, Defensive Driving Certificate.
- A minimum of two (2) years of relevant professional driving experience.
- Excellent communication and interpersonal skills.

## **POST B**

**Job Title:** Office Assistants x 3  
**Locations:** Harare, Midlands and Mashonaland West  
**Job Grade:** B1

### **Job Purpose**

To provide efficient and comprehensive administrative, clerical, and logistical support to ensure the smooth day-to-day operations of the office. The job holder will be responsible for maintaining a clean and organized work environment, managing internal and external communications, and assisting staff to enhance overall productivity and efficiency.

### **Key Responsibilities and Duties**

- Keeping all office areas, including furniture and kitchens, clean and sanitized daily.
- Ensuring all waste bins are emptied and maintained.
- Handling all incoming and outgoing mail, parcels, and files. This includes internal and external distribution, logging items in a register, and ensuring deliveries are signed for by the intended recipients.
- Providing general clerical assistance such as photocopying documents for staff, setting up meeting rooms, preparing refreshments, and assisting with event arrangements.
- Acting as a liaison between departments by delivering files and other work items and performing other related errands as needed to support staff.
- Interacting with administrative staff and other stakeholders to ensure timely and professional communication.
- Performing any other duties as assigned by management to ensure the smooth and efficient operation of the office. This may include, but is not limited to, assisting with special projects, running errands, and providing ad hoc support to various departments as needed.

### **Qualifications, Experience and Attributes**

- A minimum of five (5) O' Level passes, including English Language.
- At least two years of relevant experience in a professional organization.
- A strong work ethic and the ability to work independently with minimal supervision.
- Excellent time management and organizational skills.
- A keen eye for detail and a responsible, trustworthy character.
- Familiarity with standard office equipment.
- The ability to handle confidential information with discretion.

Interested and qualified candidates should submit an application letter, a current CV, and certified copies of their qualifications. Please clearly indicate the post you are applying for online through the ZIMSTAT website: [www.zimstat.co.zw](http://www.zimstat.co.zw) not later than 10 October 2025.

***ZIMSTAT is committed to diversity and is an equal opportunity employer. We particularly encourage applications from women.***