



## INTERNAL VACANCY NOTICE NUMBER 4 OF 2025

<b>Date of Issuance</b>	<b>: 9 December 2025</b>
<b>Deadline for Applicants</b>	<b>: 31 December 2025</b>
<b>Post</b>	<b>: Director, Finance &amp; Administration</b>
<b>Grade</b>	<b>: F</b>
<b>Station</b>	<b>: Head Office, Harare</b>
<b>Reports to</b>	<b>: Director General</b>

### Preamble

ZIMSTAT, the national provider of official statistics, seeks a results-oriented Director, Finance and Administration to lead its financial, administrative, transport, logistics and assets management functions.

### Job Purpose

The role exists to ensure sound financial governance, statutory and regulatory compliance, operational efficiency, prudent resource utilisation and the effective functioning of administrative and support operations that enable the Agency to fulfil its national mandate.

### Key Responsibilities and Duties

1. Provide strategic financial advice to the Director-General, Senior Management and the Board, and lead the formulation and implementation of financial strategies that ensure organisational sustainability and alignment with ZIMSTAT's strategic plan.
2. Drive resource mobilisation initiatives and secure funding to support Agency programmes and organisational growth.
3. Coordinate annual budgeting and ensure effective budget implementation, cost control and financial performance monitoring.
4. Prepare, review and present monthly management accounts and financial reports.
5. Ensure compliance with the Public Finance Management Act, Census and Statistics Act, IFRS/IAS, IPSAS and other regulatory frameworks.
6. Ensure timely production of quarterly and annual financial statements.
7. Coordinate internal and external audits and ensure implementation of audit recommendations.
8. Oversee cash flow planning, treasury functions and working capital management.
9. Monitor debt management processes and liaise with the Legal Services Department.
10. Formulate and implement financial risk mitigation strategies, including liquidity and interest rate risk.

11. Ensure effective management, safeguarding and maintenance of all Agency assets, including vehicles and logistics equipment.
12. Oversee transport and logistics operations to support efficient fieldwork and general Agency activities.
13. Lead management of office space, facilities, stores and general administrative functions.
14. Ensure proper acquisition, valuation, recording, amortisation and disposal of assets.
15. Ensure compliance with statutory and regulatory requirements; produce all required monthly, quarterly, annual and special financial reports; and monitor implementation of approved operational and financial plans.
16. Review and strengthen financial systems, reporting processes and internal controls, and champion effective implementation of the Performance Management System within the Division.

### Qualifications and Experience

- a) A Bachelor's degree in Accounting, Finance, Business Administration or equivalent with a major in Accounting/Finance from a recognized university.
- b) A Master's degree in Accounting, Finance, Business Administration or a related field.
- c) At least eight (8) years' relevant experience, including a minimum of two (2) years at managerial level.
- d) Membership to professional accounting bodies such as ACCA, IAC, etc.
- e) Registered Accountant with a professional board an added advantage.

### Key Competencies and Attributes

- a) Strong leadership and people-management capabilities.
- b) High level of integrity, ethics, professionalism and accountability.
- c) Excellent analytical, communication and interpersonal skills.
- d) Decisive, open-minded, adaptable and results-oriented.
- e) Ability to operate effectively in a dynamic, high-pressure environment.

### How to Apply?

Interested and suitably qualified candidates should submit an application letter, detailed curriculum vitae, and certified copies of academic and professional qualifications. Applications must clearly indicate the post being applied for and should be submitted **ONLINE** through the ZIMSTAT website [www.zimstat.co.zw](http://www.zimstat.co.zw) no later than 31 December 2025.

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