

VACANCY NOTICE

POST	: Executive Assistants x 3
GRADE	: D3
STATION	: Harare
REPORTS TO	: Divisional Director

Job Purpose

ZIMSTAT seeks to engage a highly motivated and results-driven Executive Assistants to provide high-level administrative and executive support to the Director by coordinating office operations, managing communication and schedules, and ensuring efficient execution of administrative functions within the Director's Office.

Key Responsibilities and Duties

1. Acting as the primary liaison for the Director's office, managing internal and external communications.
2. Managing the Director's diary and calendar, including scheduling meetings, confirming appointments and coordinating travel arrangements.
3. Drafting, reviewing and proofreading professional documents such as reports, presentations, speeches, memoranda and briefing notes.
4. Organizing and coordinating executive meetings, workshops and official engagements.
5. Providing high-level administrative and secretarial support to facilitate the effective execution of the Director's functions.
6. Managing and maintaining confidential records, files and corporate documents with the highest level of discretion.
7. Screening visitors and ensuring proper quality control of documents submitted for the Director's review and approval.
8. Coordinating departmental submissions and inputs for reports, position papers and management briefs prepared by the Director.
9. Tracking decisions and action points from meetings and ensuring timely follow-up and feedback on implementation.
10. Supporting the implementation and monitoring of the Director's work plans and programme of activities.

Qualifications and Experience

- a) A Bachelor's Degree in Office Management, Business Administration, Public Administration, or a related field from a recognized institution.
- b) A minimum of three (3) years relevant experience in an executive support or administrative role at senior management level.

- c) Advanced proficiency in Microsoft Office applications, particularly MS Word and MS PowerPoint, with good working knowledge of MS Excel.
- d) Demonstrated ability to manage multiple tasks, prioritize assignments and meet strict deadlines.

Key Competencies and Attributes

- a) Excellent interpersonal and communication skills
- b) High level of professionalism, integrity and confidentiality
- c) Strong organizational and coordination skills
- d) Ability to work independently and under pressure
- e) Strong attention to detail
- f) Professional judgement and problem-solving ability
- g) Ability to interact effectively with senior executives and external stakeholders

How to Apply?

Interested and qualified candidates should submit an application letter, a detailed curriculum vitae, and certified copies of academic and professional qualifications. Applicants must clearly indicate the position being applied for and submit their applications **online via the ZIMSTAT website: www.zimstat.co.zw** no later than **10 April 2026**.

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