



INTERNAL VACANCY NOTICE NUMBER 1 OF 2026

Date of Issuance	: 23 March 2026
Deadline for Applicants	: 02 April 2026
Post	: Statisticians x 10 Posts
Grade	: D3
Station	: Head Office x 9, Hwange x 1
Reports to	: Technical Managers
Divisional Allocation	: Demography & Social Statistics x 1 : Macroeconomics Statistics x 2 : Production Statistics x 1 : Statistical Services – Head Office x 5 : Statistical Services - Mat North Provincial Office x 1



Job Purpose

The roles exist to support the production of official statistics through data collection coordination, statistical analysis, quality assurance, and reporting, ensuring that statistical outputs produced by the Agency meet required national and international statistical standards.

Key Responsibilities and Duties

1. Cleaning, validating and analysing statistical data.
2. Conducting quality control checks on data collection processes and datasets.
3. Coding, editing and processing statistical data using approved methodologies.
4. Assisting in the design and development of statistical surveys, data collection tools and work plans.
5. Producing statistical tables, reports and analytical outputs.
6. Supporting the preparation and dissemination of statistical publications and reports.
7. Participating in statistical research and methodological development.
8. Contributing to the achievement of divisional and Agency strategic objectives.
9. Compiling and integrating data from multiple sources, including surveys, administrative records and other statistical databases.
10. Applying internationally recognised statistical standards, classifications and methodologies in the production of official statistics.

11. Maintaining and updating statistical databases and datasets to ensure data integrity and accessibility.
12. Participating in the design, planning and implementation of national surveys and statistical programmes.
13. Supporting the dissemination of official statistics through statistical publications, reports, and digital platforms.
14. Conducting statistical research and contributing to methodological improvements in statistical production.
15. Collaborating with internal divisions and external stakeholders on statistical data requirements and technical matters.
16. Participating in technical meetings, workshops and stakeholder consultations related to statistical programmes.

Qualifications and Experience

- a) A Bachelor's Degree in Statistics, Economics, Mathematics, Demography, Operations Research or a related quantitative discipline from a recognised university.
- b) A Master's Degree in a relevant field will be an added advantage.
- c) At least one (1) year experience in the statistics field.
- d) Demonstrated proficiency in statistical software packages will be an added advantage

Key Competencies and Attributes

Successful candidates should demonstrate:

- a) High level of integrity, professionalism and confidentiality.
- b) Strong analytical and problem-solving skills.
- c) Excellent communication and interpersonal skills.
- d) Strong attention to detail and organisational ability.
- e) Ability to work independently and as part of a multidisciplinary team.
- f) Proficiency in computer applications and data analysis tools.



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 no later than 3 April 2026.

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