



INTERNAL VACANCY NOTICE NUMBER 2 OF 2026

Date of Issuance	: 8 April 2026
Deadline for Applicants	: 21 April 2026
Post	: Provincial Administration Officer x1
Grade	: D3
Station	: Midlands Provincial Office (Gweru)
Reports to	: Provincial Manager

Job Purpose

To provide integrated finance, administrative, and human resources support services at the Provincial Office, ensuring efficient operations and compliance with organizational policies, procedures, and statutory requirements.

Key Responsibilities and Duties

1. Financial Management and Accounting

- Maintain accurate financial records in line with approved accounting standards and policies.
- Process payments, invoices, and receipts in compliance with financial procedures.
- Monitor, reconcile, and report on financial transactions, resolving discrepancies where necessary.
- Ensure proper documentation, filing, and audit readiness of financial records.
- Maintain accurate financial records and perform accounting functions.

2. Administration and Office Management

- Manage provincial assets, including tracking, recording, and safeguarding organisational resources.
- Provide comprehensive administrative support, including correspondence management, scheduling, and office coordination.
- Maintain office systems, databases, and records to ensure data integrity and accessibility.
- Coordinate logistics, travel, accommodation, and events (meetings, workshops, training).
- Ensure efficient utilisation of office supplies and resources.

3. Human Resources Administration

- a) Support recruitment, selection, and onboarding processes at provincial level.
- b) Maintain employee records, including personnel files, leave administration, and attendance tracking.
- c) Assist in the administration of employee benefits, performance management, and staff welfare programmes.
- d) Facilitate the implementation of HR policies, procedures, and compliance with labour laws.

4. Transport and Fleet Administration

- a) Coordinate and manage provincial fleet operations, including vehicle allocation, utilisation, and scheduling.
- b) Monitor fuel usage, vehicle logs, and maintenance schedules to ensure efficiency and compliance.
- c) Facilitate servicing, repairs, licensing, and insurance of vehicles in line with organisational policies.
- d) Ensure adherence to transport management procedures and statutory road regulations.

5. Stores and Inventory Management

- a) Manage receipt, storage, and issuance of goods and materials in accordance with stores procedures.
- b) Maintain accurate inventory records and conduct periodic stock counts and reconciliations.
- c) Monitor stock levels and initiate timely replenishment to avoid operational disruptions.
- d) Ensure proper storage conditions, asset safeguarding, and accountability of all issued items.

Qualifications and Experience

- a) Bachelor's Degree in Accounting, Business Administration or a relevant field.
- b) One (1) year post qualification experience in accounting, or administration is preferred.
- c) Sound knowledge of Accounting Principles and Financial Management Practices.
- d) Basic understanding of Human Resources Management applicable labour legislation.
- e) Proficiency in Accounting Software such as SAP and Pastel.

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 21 April 2026.

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

