



VACANCY NOTICE

25 September 2022

An exciting and challenging opportunity has arisen within National AIDS Council. Applications are invited from qualified and experienced candidates to fill the vacancy.

Position: Administration Officer
Station: Head Office

Key Functions

- Draw annual administration plan and budget in line with the Council's strategic plan
- Undertake estate management duties
- Facilitate maintenance and repairs of office equipment
- Run the Council's stores and asset management function
- Ensure proper management of the Council's vehicles
- Ensure insurance policies for all assets are up to date
- Maintenance of secure and clean working environments at all Council premises
- Supervise the execution of the security contracts
- Supervise subordinate staff in the Administration section
- Compile quarterly and annual Administration reports
- Any other duties as may be assigned from time to time

Qualifications & Experience

- Bachelor's Degree Administration/ Business Management or equivalent
- A relevant Master's/Post Degree qualification will be an added advantage
- 5 years' relevant working experience
- Clean Class 4 driver's license

Competences & Attributes

- Knowledge and understanding of public sector organizational processes
- Excellent interpersonal and communication skills
- Strong analytical and problems solving skills
- Strong supervisory and administrative skills
- Strong IT skills
- Unquestionable integrity

Application Instructions

All Applicants must comply with the following;

- Complete the NAC Vacancy Application Form and comply with all instructions stated therein
- Submit only **ONE** application by email to: recruitment@nac.org.zw

NB: Non-compliance to any of the requirements will result in disqualification.

Only shortlisted candidates will be contacted.

Closing date for receipt of Applications: 11 October 2022