



**TERTIARY EDUCATION SERVICE COUNCIL**

**VACANCY ANNOUNCEMENT**

**INTERNAL**

**VACANCY ANNOUNCEMENT 5 OF 2024**

**REFERENCE NO** : **TEC/24/05**  
**DATE OF ISSUANCE** : **3 OCTOBER 2024**  
**DEADLINE FOR APPLICATIONS** : **23 OCTOBER 2024**  
**POSTS** : **TESC SECRETARIAT**

**POSTS**

- 1 x Corporate Affairs Manager
- 1 x Manager Operations
- 1 x Manager Monitoring and Evaluation
- 1 x Deputy Manager Corporate Affairs
- 1 x Deputy Manager ICT
- 1 X Deputy Manager Human Capital Planning and Skills Development
- 1 x Chief Auditor
- 1 x Deputy Manager Procurement
- 1 x Deputy Manager Monitoring and Evaluation

2 x Legal Officer  
2 x ICT Officer  
2 x Teacher Education Officer  
2 x Polytechnic Officer  
2 x Auditor  
2 x Procurement Officer  
1 x Administration Officer  
1 x Driver  
1 x Office Assistant  
3 x Accountant  
4 x Monitoring and Evaluation Officer  
3 x Human Resources Officer  
2 x Records and Information Assistant.  
1 x Principal Executive Assistant  
5 x Senior Executive Assistant

## MANAGER POSTS

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>MANAGER OPERATIONS</b>   |
| <b>Reporting to</b>    | <b>Secretary</b>  |
| <b>Supervises</b>      | Deputy Manager Finance/Administration/Human Resources   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | Ta3   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for overall financial, human resources; administration and operational processes of the Council.

**Duties and Responsibilities**

- a) Overseeing recruitment and selection, establishment control, career mobility and exit management.
- b) Human Resources planning, skills forecasting and setting up talent management framework
- c) Developing policies and regulations on salaries, allowances, bonuses, pensions, retirement and deductions;
- d) Developing and monitoring the implementation of non-monetary incentive plans and benefit schemes;
- e) Overseeing HR research, policy development, and qualification assessment;
- f) Developing financial and logistical policies and contributing to strategic planning process of the TESC
- g) Guiding Disciplinary Authorities and Heads of Department on the correct interpretation of the disciplinary and grievance procedures

- h) Facilitating the preparation of TESC's Financial Plans
- i) Designing and implementing effective internal controls
- j) Overseeing timeous preparation of such accounts, certificates, estimates and reports as may be required
- k) Ensuring compliance with statutory provisions on Public Financial Management
- l) Devising resource mobilisation strategies for the Council's consideration
- m) Overseeing the implementation of administrative responsibilities at TESC in areas such as Estate Management, Asset Management, Stores Management, Transport and general logistics
- n) Ensures adherence to the service regulations, policies and standing instructions.

### **Qualification, Experience and Attributes**

- i. Degree in Accounting, Business Studies (majoring in Accounting and Finance) / Human Resources/ Management/ Administration
- ii. Relevant Master's Degree
- iii. PHD degree would be an added advantage
- iv. Membership of a relevant professional board;
- v. At least 5 years relevant experience of which 2 years working experience at deputy director level or equivalent grade
- vi. Candidate should be self-motivated, proactive and innovative with demonstrable leadership skills
- vii. Should have good analytical report writing and oral communication skills.
- viii. Should have high level of professional integrity and commitment to confidentiality.
- ix. A sound track record of working with minimum supervision.
- x. High level of commitment to duty and self –motivated to work under pressure.
- xi. Should have sound knowledge of Public Relations and Protocol.
- xii. Open–minded, future focused, team builder, innovative and always seeking to add value to the institution's brand.

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|------------------------|---|
| <b>Position Title</b>  | <b>MANAGER CORPORATE AFFAIRS</b>  |
| <b>Reporting to</b>    | <b>Secretary</b>  |
| <b>Supervises</b>      | Deputy Manager Corporate Affairs  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | Ta3   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Provides leadership in the provision of secretarial services to the Council.

**Duties and Responsibilities**

- a) Providing secretarial services to the Board meetings
- b) Facilitating the scheduling of Board, Committee and Management meetings
- c) Facilitating the convening of properly constituted meetings
- d) Compiling summaries of Board resolutions
- e) Editing Board reports and minutes
- f) Communicating and making follow-up on the implementation of Board resolutions
- g) Communicate the Council decisions to relevant stakeholders.
- h) Coordinating the compilation of returns on implementation of Council decisions.
- i) Providing guidance on corporate governance to the Council.
- j) Compiling the Council policies to facilitate their review.
- k) Facilitate the timely implementation of the Council decisions through the updating of the decision matrix.

**Qualifications, Experience and Competences**

- i. Bachelors' Degree in Law, Governance, Business Studies, Management and Administration or equivalent.
- ii. Relevant Master's Degree
- iii. PHD degree would be an added advantage
- iv. Membership of a relevant professional board;
- v. At least 5 years relevant experience of which 2 years working experience at deputy director level or equivalent grade
- vi. A person on maximum integrity who can handle confidential matters.
- vii. Ability to use ICTs in tracking, archiving and retrieval of documentation relating to corporate secretarial services matters.
- viii. Good organizational, leadership and time management skills
- ix. Clear knowledge of the national socio-economic development objectives and aspirations for Zimbabwe.
- x. Ability to clearly articulate the transformative role of tertiary education institutions in Zimbabwe's development agenda.
- xi. A well-disciplined cadre able to read signals on the horizon and provide early warning to management and the Council.
- xii. Demonstrating an executive presence back- up with solid communication skills.
- xiii. A high level diligence and ability to work with limited supervision.
- xiv. Be able to lead and work within a multi-disciplinary setting to achieve consensus.
- xv. Should be open-minded, future-focused, team builder, innovative and always seeking to add value to the institution.

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|------------------------|---|
| <b>Position Title</b>  | <b>MANAGER MONITORING &amp; EVALUATION</b>  |
| <b>Reporting to</b>    | <b>Secretary</b>  |
| <b>Supervises</b>      | Deputy Manager Monitoring and Evaluation  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | Ta3   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for developing M&E framework, policies and procedures on monitoring and evaluation of the TESC

### **Duties and Responsibilities**

- a) Spearheading the review and alignment of the strategic intend and purpose of the Council with national development priorities and imperatives.
- b) Overseeing the preparation of the Council's Strategic Plan in consultation with other Departmental Heads and the Secretary.
- c) Developing and implementing M&E strategies, frameworks and tools that ensure accurate and timely information and feedback to stakeholders
- d) Collaborating with management to develop a comprehensive M&E framework aligned with the TESC's strategic objectives and initiatives.
- e) Establishing clear indicators, targets, and data collection methods to monitor and evaluate the TESC's performance and impact.
- f) Coordinating periodic evaluations to measure the progress and impact of TESC policies, strategies, projects, programs and initiatives.
- g) Preparing timely and accurate reports on the Council's performance indicators, results achieved, and progress towards goals and targets.
- h) Monitoring the implementation of the Council's Strategic Plan and Annual Plans by the various departments and evaluate support that may be required.



- i) Developing strategic tools for use by the Council in strategic thinking, planning and implementation.
- j) Overseeing the conduct of reviews and evaluate operations effectiveness within the Council.
- k) Appraising and mentoring subordinates.

### **Qualifications, Experience and Competences**

- i. Degree in Monitoring and Evaluation or equivalent in a relevant field such as Economics, Development Studies, Public Administration, Strategic Planning or Social Sciences plus a Diploma/Certificate in Monitoring and Evaluation
- ii. Relevant Master's Degree
- iii. PHD degree would be an added advantage
- iv. Membership of a relevant professional board;
- v. At least 5 years relevant experience of which 2 years working experience at deputy director level or equivalent grade
- vi. Proficiency in using data management and analysis tools such as Excel, SPSS, or statistical software is a must
- vii. Extensive planning, organisation, analytical and project management abilities.
- viii. Experience of evidence based strategic policy development.
- ix. A high level understanding of the Council's policies.
- x. A thorough understanding of National Development policies, priorities and goals.
- xi. A good understanding of the Council functions and parent Ministry vision and mission.

**DEPUTY MANAGER POSTS**

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|------------------------|---|
| <b>Position Title</b>  | <b>DEPUTY MANAGER PROCUREMENT</b>   |
| <b>Reporting to</b>    | Secretary   |
| <b>Supervises</b>      | Procurement Officers  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for developing a strategic approach to the corporate procurement and material management processes for the purchase of indirect and direct goods and services.

### **Duties and Responsibilities**

- a) Spearheading the planning, organisation, review and implementation of policies, strategies, guidelines and regulations of the Procurement Department as guided by the Public Procurement and Disposal of Public Assets Act, The Council's strategic plan as well as National Development Goals/Aspirations and all other relevant statutes.
- b) Ensuring that all procurement strategies and processes are in place for each procurement category in terms of price, quality and delivery targets
- c) Providing technical expertise/guidance in work requirements and methods of Procurement to the Secretary.
- d) Reviewing and submitting Annual Procurement Plan to the regulator (PRAZ).
- e) Crafting and recommending procurement policies, procedures in line with established policies.
- f) Monitoring compliance of the Board's procurement processes in line with established policies.
- g) Preparing monthly reports and procurement updates to the Finance Committee.
- h) Overseeing the preparation of bidding documents in compliance with the Public Procurement and Disposal of Public Assets Act.
- i) Oversee and guide the preparation of bidding notices and shortlists.

- j) Superintending over bidding processes and include pre-bidding meetings, clarifications and the receipt and opening of bids.
- k) Managing the Council's Evaluation Committee in accordance with the Public Procurement and Disposal of Public Asset Act.
- l) Managing the evaluation of bids and any post qualification negotiations.
- m) Superintending over the preparation of evaluation reports including contract award recommendations in accordance with the Public Procurement and Disposal of Public Assets Act.
- n) Overseeing the preparation and management of contract document.
- o) Preparing and submit procurement and evaluation reports to the Secretary.
- p) Overseeing the preparation and management of contract document.
- q) Appraisal of subordinates.

### **Qualifications, Experience and Competences**

- i. A Degree in Procurement and Supply Chain Management/ Purchasing and Supply or any other procurement related qualification.
- ii. A Relevant Master's Degree or a chartered Institute of Purchasing and Supply (CIPS) graduate diploma is an added advantage.
- iii. A minimum of six (6) years' relevant experience.
- iv. A thorough understanding of the Public Procurement and Disposal of Public Assets Act and statutes.
- v. Knowledge of procurement policies and procedures.
- vi. Ability to make sound and good judgement
- vii. Excellent leadership and communication skills
- viii. Computer proficiency including SAP

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|------------------------|---|
| <b>Position Title</b>  | <b>DEPUTY MANAGER HUMAN CAPITAL PLANNING &amp; SKILLS DEVELOPMENT</b>   |
| <b>Reporting to</b>    | Manager Human Capital Planning and Skills Development   |
| <b>Supervises</b>      | Teacher Education Officer/ Polytechnic and Industrial Training Colleges Officer   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job summary**

Responsible for coordinating a key role in shaping and executing strategies for the development and management of human capital in tertiary institutions

### **Duties and Responsibilities**

- a) Formulating an annual plan of activities for the department.
- b) Ensuring all programmes are aligned to the Education 5.0 philosophy.
- c) Coordinating the formulation of programmes for graduation ceremonies in all tertiary institutions
- d) Coordinating the effective implementation of Teacher Education and TVET programmes in the tertiary institutions.
- e) Compiling monthly, quarterly and annual departmental reports.
- f) Coordinating the liaison between tertiary institutions, industry and the private sector in advancing Education 5.0
- g) Monitoring the maintenance and functionality of infrastructure and facilities in all tertiary institutions.
- h) Coordinating with the relevant bodies on timely curricula reviews that is (CTEMD and HEXCO).

### **Qualifications, Experience and Competences**

- i. A degree in Education/ Management/Administration or equivalent.
- ii. A Master's Degree in the above fields is an added advantage
- iii. Should have at least six (6) years' relevant experience.

- iv. Clean driver's licence is an added advantage
- v. A strategic thinker and team player.
- vi. Computer literate
- vii. Should be self-motivated, proactive and innovative with demonstrable leadership skills.
- viii. Should have good research and analytical skills, report writing and oral communication skills.
- ix. Should have high level of professional integrity and commitment to confidentiality.
- x. A sound track record of working with minimum supervision within institutions
- xi. High level of commitment to duty and self-motivated to work under pressure.

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|------------------------|---|
| <b>Position Title</b>  | <b>DEPUTY MANAGER ICT</b>   |
| <b>Reporting to</b>    | Secretary   |
| <b>Supervises</b>      | ICT Officers  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for developing and implementing a digital transformation strategy for the TESC in support of the vision, mission, mandate and strategy.

### **Duties and Responsibilities**

- a) Facilitating automation of key processes at Secretariat.
- b) Overseeing the development, implementation and maintenance of Information Technology policy and systems at the Secretariat.
- c) Overseeing the identification of ICT user needs at the Secretariat.
- d) Formulate and/or review cross cutting and Council specific ICT policies and procedures.
- e) Overseeing all ICT operations and evaluate them according to established Council goals and national development aspirations
- f) Spearheading the design, implementation and maintenance of Disaster recovery plans and policies and the formulation of Business Continuity Plan.
- g) Managing the smooth running of all ICT system, including anti-virus software, print services and email provision.
- h) Contributing to the development on national ICT policies, ICT Legislation and Statutory instruments and monitor for compliance with such within the Council.
- i) Providing appropriate and timely ICT solutions and responses at the Secretariat's operational process challenges.
- j) Managing the regular infrastructure audits and identify areas that need improvement as well as continuously upgrade hardware and software technologies in line with global trends.

- k) Ensuring the implementation of stringent quality standards in the provision of ICTs in the Council.
- l) Ensuring the development and implementation of an ICT capacity development plan and program for the Council's human capital,
- m) Appraising ICT Officers

### **Qualifications, Experience and Competences**

- i. A Degree in Information Technology / Computer Science, Computer Engineering, or equivalent
- ii. A relevant Master's Degree is an added advantage.
- iii. A minimum of six (6) years' relevant experience.
- iv. A thorough understanding of ISO 2000 requirements for ICT governance advisory services.
- v. Experiential knowledge of SAP BASIS or ORACLE DBA Developer would be an added advantage.
- vi. A clear understanding of Government ICT modernisation agenda/ policy.
- vii. Knowledge of hardware, software and operational systems.



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|------------------------|---|
| <b>Position Title</b>  | <b>DEPUTY MANAGER CORPORATE AFFAIRS</b>   |
| <b>Reporting to</b>    | <b>MANAGER CORPORATE AFFAIRS</b>  |
| <b>Supervises</b>      | Corporate Service Officers  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for providing legal advisory services to the Council and Secretariat

**Duties and Responsibilities**

- a) Providing Legal advice to Management.
- b) Managing the drafting of Legal documents (contracts, pleadings, legislation and general correspondences).
- c) Liaising with the office of the Attorney General and other external stakeholders.
- d) Ensuring attendance to court cases.
- e) Reviewing legislative and regulatory developments.
- f) Advising on compliance with legal and regulatory requirements.
- g) Facilitating the review of legal agreements and other documents.
- h) Providing technical and legal support to other departments in the Council.
- i) Participating in the development of guidelines, policies and procedures.
- j) Drafting affidavits in response to court applications.

**Qualifications, Experience and Competences**

- i. Bachelor of Laws Degree.
- ii. Master's Degree in Law or any other related field.
- iii. Registered legal practitioner
- iv. A minimum of six (6) years' relevant experience.
- v. Must be able to work with minimum supervision.

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|------------------------|---|
| <b>Position Title</b>  | <b>CHIEF AUDITOR</b>  |
| <b>Reporting to</b>    | <b>SECRETARY</b>  |
| <b>Supervises</b>      | Internal Auditors   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for providing assurance of compliance with statutory requirements, policies and procedures in line with IIA standards and the TESC's policies and procedures.

### **Duties and Responsibilities**

- a) Preparing and implementing Annual Audit and risk management based plan
- b) Developing an Internal Audit Charter and manual
- c) Controlling the deliverance of independent, efficient and effective internal audit services in line with International Professional Practice Framework (IPPF) Standards, Public Finance Management Act, Treasury instructions, Regulatory guidelines and other best practices.
- d) Assessing audit work done by subordinates to ensure that it fulfils the general purpose and responsibilities approved by Management as required by Section 80 of the Public Finance Management Act and Section 19 of the Audit and Exchequer Act.
- e) Providing policy and technical guidance to Audit staff and enforce conformity with standards of Internal Audit, Tec Regulations and procedures.
- f) Preparing audit replies and check compliance with standing rules and regulations and guide the interpretation of Treasury Instructions and Circulars.
- g) Providing technical advice to the Accounting Officer, Audit Committee and Senior Management on the improvement of operating systems and risk management procedures as well as amendments to the Audit Plan.
- h) Approving final audit work reports before issuance and distribution to the head of Secretariat, Audit General's and Accountant General Offices.
- i) Appraisal of subordinates

### **Qualifications, Experience and Competences**

- i. Bachelor's Degree in Accounting/Business Studies with Computing Science, Information Systems, Internal Auditing, Accounting, Finance, Risk Management or full qualification in any of the following CIA, CA(Z), ZIPFA, CIS, CIMA or ACCA.
- ii. Relevant master's degree is an added advantage
- iii. At least six (6) relevant working experience.
- iv. Must be a member of a professional board.
- v. Thorough knowledge of Public Finance Management Act, Audit regulations and procedures as well as international audit best practices
- vi. Must be a technical proficient individual with sound understanding of Corporate Governance and Compliance issues
- vii. Good leadership and communication skills.
- viii. Ability to handle confidential information and to work under pressure.
- ix. Computer proficiency.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>DEPUTY MANAGER MONITORING &amp; EVALUATION</b>   |
| <b>Reporting to</b>    | <b>MANAGER MONITORING AND EVALUATION</b>  |
| <b>Supervises</b>      | Monitoring & Evaluation Officers  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T1  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for implementation of the Council's monitoring and evaluation framework and strategies.

### **Duties and Responsibilities**

- a) Recommend the review of policies and regulations for the Department to the Manager, Monitoring and Evaluation.
- b) Design and develop an appropriate monitoring and evaluation (M&E) system in the Council
- c) Coordinate the monitoring and evaluation of Council projects and programmes
- d) Manage the analysis of reports from the various Council departments and produce reports.
- e) Develop and evaluate quantitative and qualitative research within the Council.
- f) Manage the development and maintenance of an updated database of all programmes and projects in the Council.
- g) Coordinate the conduct of market research into factors likely to impact on the Council's achievement of strategic goals.
- h) Identifying operational challenges in Institutions which requires intervention.
- i) Monitoring the implementation of IRBM system.
- j) Checking institutional compliance to service delivery standards.

## **Qualifications, Experience and Competences**

- i. Degree in Monitoring and Evaluation or equivalent in a relevant field such as Economics, Development Studies, Public Administration, Strategic Planning or Social Sciences plus a Diploma/Certificate in Monitoring and Evaluation
- ii. A Master's Degree in the above fields is an added advantage.
- iii. A minimum of six (6) years relevant experience.
- iv. A high degree of maturity, self-discipline, initiative and creativity.
- v. Extensive planning, organisation, analytical and project management abilities
- vi. Must have a good understanding of Ministerial functions and Government operations.
- vii. Well-developed communication and analytical skills
- viii. Ability to work under pressure.
- ix. Computer literate.

## OFFICER POSTS

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>LEGAL OFFICER</b>  |
| <b>Reporting to</b>    | <b>Deputy Manager Corporate Affairs</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for research and implementation of legal matters in line with Council's directive.

### **Duties and Responsibilities**

- a) Drafting of legal documents (contracts, pleadings, legislation and general correspondences.
- b) Liaising with the office of the Attorney General and other external stakeholders.
- c) Attending to court cases.
- d) Assisting in the review of legislative and regulatory developments.
- e) Advising on compliance with legal and regulatory requirements.
- f) Reviewing of legal agreements and other documents.
- g) Providing technical and legal support to other departments.
- h) Participating in the development of guidelines, policies and procedures.
- i) Participating in drafting of affidavits in response to court applications.

### **Qualifications, Experience and Competences**

- i. Bachelor of Laws /LLB Degree
- ii. Registered legal practitioner
- iii. A Master's degree is an added advantage
- iv. A minimum of two (2) years relevant experience.
- v. Possession of a clean driver's licence is an added advantage

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|------------------------|---|
| <b>Position Title</b>  | <b>ACCOUNTANT</b>   |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER FINANCE</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for administering the TESC financial records.

**Duties and Responsibilities**

- a) Verifying payment vouchers for accuracy before authorization and passing for payment
- b) Reviewing bank reconciliation statements
- c) Preparing of financial statements and reports
- d) Consolidating departmental budgets
- e) Preparing accounting journals
- f) Carrying out ledger account reconciliation
- g) Maintaining cash balances for funds available to the TESC
- h) Data capturing into accounting packages
- i) Reconciling asset accounts

**Qualifications, Experience and Competences**

- i. A Bachelor's Degree in Accounting, Financial Management, a Diploma/Higher National Diploma in Accounting or equivalent
- ii. Relevant masters degree is an added advantage



- iii. Possession of a professional qualification such as CIS, CA, ACCA, or CIMA will be an added advantage
- iv. A minimum of two (2) years relevant experience.
- v. Ability to pay attention to detail
- vi. Good communication skills and honesty
- vii. Computer literate and knowledge of accounting packages.
- viii. Knowledge of the Treasury Instructions and the Audit and Exchequer Act.

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|------------------------|---|
| <b>Position Title</b>  | <b>ADMINISTRATION OFFICER</b>   |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER ADMINISTRATION</b>  |
| <b>Supervises</b>      | Drivers/ Office Assistants  |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for administration of assets; fleet and ensuring an uninterrupted flow of goods and services into the organization.

**Duties and Responsibilities**

- a) Initiating of internal requests for procurement of goods and services
- b) Receiving and issuing of incoming goods and services
- c) Maintaining of stock records and recording into the electronic and/or manual system
- d) Carrying out monthly physical count of stock to feed into periodic stock-takes
- e) Identifying damaged/expired goods/stock and make recommendations for disposal
- f) Preparing annual vehicle service, repairs and maintenance plan
- g) Preparing daily, weekly and monthly TESC vehicle duty schedule
- h) Carrying out daily motor vehicle inspection
- i) Initiating fuel purchase requests, receiving, storage and distributing fuel coupons to approved recipients
- j) Inspecting vehicle log books
- k) Making follow-ups on outstanding vehicle issues

- l) Attending to accident and incident reports; and convening Boards of Inquiry accordingly
- m) Processing vehicle insurance, licenses and exemptions
- n) Capturing and updating new assets in the asset register module
- o) Conducting the bi-annual asset inventory checks
- p) Assessing and recommending disposal of redundant and obsolete assets
- q) Recording inter-movement of organizational assets
- r) Administering the security of all TESC assets
- s) Preparing maintenance plan for TESC property and equipment
- t) Liaising with service providers on property and equipment maintenance
- u) Appraising of subordinates

### **Qualifications, Experience and Competencies**

- i. A Diploma/HND/ Degree in Administration, Transport and Logistics Management, Purchasing and Supply Management.
- ii. A relevant Master's Degree would be an added advantage.
- iii. A minimum of two (2) years relevant professional experience
- iv. Computer proficiency including Pastel Inventory Module.
- v. A thorough understanding of the Public Procurement and Disposal of Public Assets Act and its attendant statutes.
- vi. Ability to write procurement policies and procedures.
- vii. Ability to negotiate, establish and administer contracts.
- viii. Excellent verbal and written communication skills.
- ix. Ability to multitask, prioritise, prioritise, and manage time efficiently.
- x. Accurate and precise attention to detail.
- xi. Ability to make sound and good judgement.
- xii. Excellent computer skills including SAP

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|------------------------|---|
| <b>Position Title</b>  | <b>PROCUREMENT OFFICER</b>  |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER PROCUREMENT</b>   |
| <b>Supervises</b>      | n/a   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for ensuring an uninterrupted flow of goods and services into the organization.

### **Duties and Responsibilities**

- a) Carrying out market research for the Council annual budget preparation
- b) Receiving internal requests and processing them according to relevant statutes
- c) Sourcing quotations according to relevant procurement method
- d) Providing technical procurement support in tendering processes
- e) Preparing, obtaining approval and issuing of purchase orders or formal contract as appropriate.
- f) Following up on suppliers, expediting and collecting goods from service providers where they do not offer delivery services.
- g) Preparing monthly, quarterly and annual returns for submission to the regulator (PRAZ).
- h) Monitoring compliance and contract management for all contracts awarded.
- i) Setting up and maintaining procurement records
- j) Researching and evaluating prospective service providers.

### **Qualifications, Experience and Competences**

- i. Degree/ HND Purchasing and Supply/ Logistics and Supply Chain Management / full CIPS or equivalent.
- ii. A relevant Master's Degree would be an added advantage.
- iii. A minimum of two (2) years relevant professional experience
- iv. Computer proficiency including Pastel Inventory Module.

- v. A thorough understanding of the Public Procurement and Disposal of Public Assets Act and its attendant statutes.
- vi. Ability to write procurement policies and procedures.
- vii. Ability to negotiate, establish and administer contracts.
- viii. Excellent verbal and written communication skills.
- ix. Ability to multitask, prioritise, prioritise, and manage time efficiently.
- x. Accurate and precise attention to detail.
- xi. Ability to make sound and good judgement.
- xii. Excellent computer skills including SAP

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>INTERNAL AUDITOR</b>   |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER AUDIT</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for planning, monitoring compliance, providing assurance of compliance with statutory requirements, policies and procedures in line with IIA standards and the TESC's policies and procedures.

**Duties and responsibilities**

- a) Assisting in the preparation of the Annual Audit Plan
- b) Implementing the Annual Audit Plan including planning processes, actual audit and report presentation
- c) Conducting periodic reviews of financial statements to ascertain fairness of balances of accounts and conformity with appropriate standards
- d) Preparing draft audit findings and recommendations
- e) Carrying out special audit assignments as and when requested
- f) Evaluating the Risk Management system by ensuring that risks are continuously identified, mitigated and reported
- g) Following up on the implementation of audit recommendations
- h) Assessing potential risks, including fraud, non-compliance and operational weaknesses.
- i) Assisting in development and maintenance of audit policies, procedures and methodologies.

**Qualifications, Experience and Competences**

- i. Bachelor's Degree in Accounting/Business Studies with Computing Science, Information Systems, Internal Auditing, Accounting, Finance, Risk Management or related field.
- ii. A relevant Master's Degree would be an added advantage.
- iii. A minimum of two (2) years relevant professional experience
- iv. Member be a registered member of a professional board or working towards such.
- v. Strong knowledge of auditing standards, principles and practices
- vi. Excellent analytical, problem solving-skills, detail-oriented with a high level of accuracy.
- vii. Strong ethical standards and integrity.

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|------------------------|---|
| <b>Position Title</b>  | <b>INFORMATION &amp; COMMUNICATION TECHNOLOGY OFFICER</b>   |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER ICT</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for developing and implementing a digital transformation strategy for the TESC in support of the vision, mission, mandate and strategy.

### **Duties and responsibilities**

- a) Providing technical assistance on ICT hardware and software use
- b) Installation and configuration of hardware and software
- c) Troubleshooting and resolving issues with ICT gadgets
- d) Monitoring and maintaining computer systems network
- e) Drafting ICT device specifications to facilitate purchases
- f) Maintain CCTV, PABX and biometric system
- g) Drafting systems user manuals
- h) Identifying training needs of system users
- i) Facilitating online meetings and interviews
- j) Consolidating reports for all systems

### **Qualifications, Experience and Competences**

- i. HND / Degree in Information Technology / Computer Science or equivalent
- ii. A relevant Master's Degree would be an added advantage.
- iii. A minimum of two (2) years relevant professional experience



- iv. Member be a registered member of a professional board or working towards such.
- v. Excellent analytical, problem solving-skills, detail-oriented with a high level of accuracy.
- vi. Strong ethical standards and integrity.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>HUMAN RESOURCES OFFICER</b>  |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER HUMAN RESOURCES</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for human resources and training duties in the Council.

### **Duties and responsibilities**

- a) Maintaining recruitment database
- b) Extracting candidates from the recruitment database and preparing deployment lists
- c) Referring identified candidates from the database for job interviews
- d) Drafting recruitment circulars and memos
- e) Compiling job descriptions and person specifications
- f) Preparing job advertisements posts
- g) Preparing shortlist of candidates for posts
- h) Facilitating psychometric tests for shortlisted candidates
- i) Attending to employee grievances and facilitating processes for disciplinary cases
- j) Attending to staff welfare issues
- k) Facilitating career mobility processes
- l) Writing interview reports, misconduct minutes, investigation minutes and any other as may be assigned.
- m) Preparing reports and statistics on wastage returns, appointments, training, manpower development leave and any other as may be assigned from time to time.
- n) Facilitating training and development.
- o) Establishing and maintaining the Council's Establishment Table (DET)
- p) Maintaining HR & training registers.
- q) Coordinating and monitoring implementation of Performance Management.

## **Qualifications, Experience and Competences**

- i. Higher National Diploma IAC /IPMZ/ HEXCO or A Bachelors' degree in Human Resources Management or a Bachelors' degree in Social Sciences plus a Diploma in Human Resources Management.
- ii. A Master's Degree will be an added advantage.
- iii. Ability to handle confidential information
- iv. Ability to work under pressure
- v. Ability to communicate at all level.
- vi. Must have two (2) years' relevant experience.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>PRINCIPAL EXECUTIVE ASSISTANT</b>  |
| <b>Reporting to</b>    | Chairperson/ Secretary  |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T6  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job summary**

Performs secretarial work and provides principals with day-to-day administrative support.

### **Duties and responsibilities:**

- a) Managing office mail and correspondences in the Chairperson/ Secretary's/ / Board Member's office
- b) Attending to office calls and liaising with clients on behalf of the principal
- c) Drafting of correspondence on the principal's behalf
- d) Management of principal's diary, planning and organizing meetings and events
- e) Management of principal's travel itinerary
- f) Taking dictation
- g) Managing and reviewing filing and office systems
- h) Requesting office stationery, provisions and equipment
- i) Attending to the principal's visitors, providing office hospitality services and miscellaneous duties

**Qualifications, Experience and Competencies**

- Degree in Office Management or HEXCO Higher National Diploma In Secretarial Studies Or Equivalent Or
- Degree in Linguistics/ English and Communication Plus a Diploma In Secretarial Studies/Office Management
- A Master's Degree will be an added advantage.
- Have at least two years relevant experience
- Ability to handle confidential information
- Ability to work under pressure
- Ability to communicate at all level.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>SENIOR EXECUTIVE ASSISTANT</b>   |
| <b>Reporting to</b>    | <b>MANAGER / BOARD MEMBER</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T7  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for effective office administration

**Duties and Responsibilities**

- a) Managing office mail and correspondences in the principal's office
- b) Attending to office calls and liaising with clients on behalf of the principal
- c) Drafting of correspondence on the principal's behalf
- d) Management of principal's diary, planning and organizing meetings and events
- e) Management of principal's travel itinerary
- f) Taking dictation
- g) Managing and reviewing filing and office systems
- h) Requesting office stationery, provisions and equipment
- i) Attending to the principal's visitors, providing office hospitality services and miscellaneous duties

**Qualifications, Experience and Competencies**

- National Diploma in Secretarial Studies Or Equivalent
- Higher Diploma/Degree in Office Management or Degree in Linguistics/ English and Communication Plus a Diploma In Secretarial Studies/Office Management will be an added advantage

- A Master's Degree will be an added advantage.
- Have at least two years relevant experience
- Ability to handle confidential information
- Ability to work under pressure
- Ability to communicate at all level.

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|------------------------|---|
| <b>Position Title</b>  | <b>OFFICE ASSISTANT</b>   |
| <b>Reporting to</b>    | <b>ADMINISTRATION OFFICER</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T12   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for cleaning, serving meals, mail distribution and other office miscellaneous duties

**Duties and responsibilities**

- a) Cleaning of offices, boardroom and passages
- b) Preparing and serving teas and meals
- c) Collecting and distributing office mails, parcels and newspapers
- d) Photocopying and binding of documents
- e) Offloading and ferrying office provisions, furniture and consumables
- f) Distribution of office provisions and consumables

**Qualifications, Experience and Competencies**

- 5 'O' Levels including English Language
- Any Cleaning-related qualification is an added advantage
- Computer literacy



|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>DRIVER</b>   |
| <b>Reporting to</b>    | <b>ADMINISTRATION OFFICER</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T10   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job Summary**

Responsible for day-to-day driving and management of the organization's vehicles in accordance with TESC and Government policies, procedures and service standards.

### **Duties and Responsibilities**

- a) Submitting vehicle service status reports
- b) Carrying out routine vehicle checks.
- c) Reporting any vehicle mechanical and electrical faults.
- d) Cleaning the vehicles.
- e) Loading and unloading luggage.
- f) Delivering and collecting mail to and from desired destinations.
- g) Picking up Officers from the place and at the time they requested.
- h) Carrying out accident and incident reports.
- i) Filling in log books for every trip.

### **Qualifications, Experience and Competences**

- i. 5 'O' Levels including English Language
- ii. Have a clean Zimbabwe Driver's License
- iii. Possession of a Zimbabwe Government Authority
- iv. Possession of a Zimbabwean Defensive Driving Certificate
- v. Minimum of two (2) years' relevant experience.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>RECORDS &amp; INFORMATION ASSISTANT</b>  |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER HUMAN RESOURCES</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T2  |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

**Job Summary**

Responsible for overseeing the creation, maintenance, storage, protection and disposal or organizational records.

**JOB RESPONSIBILITIES**

- Establishing and implementing the records management systems for the Council
- Developing, maintaining, verifying and evaluating existing records and information system for the TESC
- Managing the transition from paper to electronic records management systems for the Council's Records and Information
- Dealing with enquiries and requests for information from both internal and external clients
- Protecting the Council's records and information from unauthorized access
- Overseeing classification and indexing of records and information
- Managing the procedural disposal of closed files

**Qualifications, Experience and Competencies**

- Diploma/ HEXCO Higher National Diploma in Records and Information Science, IAC or equivalent.

- Degree in Records and Information Science from a recognised university is an added advantage.
- Have at least two years relevant experience
- Ability to handle confidential information
- Ability to work under pressure
- Ability to communicate at all level.

|                        |   |
|------------------------|---|
| <b>Position Title</b>  | <b>MONITORING &amp; EVALUATION OFFICER</b>  |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER MONITORING &amp; EVALUATION</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job summary**

Is responsible for the implementation and enhancing the monitoring and evaluation (M&E) processes of programmes and projects in tertiary institutions.

### **Duties and Responsibilities**

- a) Monitoring and reporting the Council's programmes and projects in Tertiary Institutions.
- b) Implementing an effective Monitoring and Evaluation system for Tertiary Institutions for Tertiary Institutions
- c) Initiating changes and reviews to monitoring and evaluation systems so that they are appropriately adapted to changing operating contexts
- d) Participating in the development of real-time, e-enabler, monitoring and evaluation tracking systems in Tertiary Institutions
- e) Providing evaluation information to key stakeholders and project/programme benefits
- f) Participating in the development of the Council budget
- g) Liaising with Tertiary Institutions on issues of monitoring and evaluation of Tertiary Institutions programme.

### **Qualifications, Experience and Competences**

- i. At least a Bachelor's degree in Monitoring and Evaluation, Project Management, Strategic Planning and Management, Public Administration and Business Management is an added advantage
- ii. Relevant Masters' Degree is an added advantage
- iii. At least two (2) years' experience in Monitoring and Evaluation, Performance Management, Strategic Planning and Management in the public sector.

- iv. Fully conversant with standard software applications (word, excel and Power point) and research applications
- v. Excellent communication skills.

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|------------------------|---|
| <b>Position Title</b>  | <b>TEACHER EDUCATION OFFICER/POLYTECHNIC &amp; INDUSTRIAL TRAINING COLLEGE OFFICER</b>  |
| <b>Reporting to</b>    | <b>DEPUTY MANAGER HUMAN CAPITAL PLANNING &amp; SKILLS DEVELOPMENT</b>   |
| <b>Supervises</b>      | N/A   |
| <b>Position Status</b> | Full Time (40 hours a week)   |
| <b>Entry Grade</b>     | T3/T6   |
| <b>Hours</b>           | Normal business hours (0745 to 1645 hours) but may be required to work beyond normal hours when the situation calls for that. |
| <b>Based at</b>        | Head Office   |

### **Job summary**

Is responsible for advancing the implementation of skills development across key sectors in alignment with national goals.

### **Duties and Responsibilities**

- a) Carrying out Skills Audits and annual reviews in order to identify critical skills in Engineering and Technology, Medical and Health, Business and Commerce, Natural and Applied Sciences, Agriculture, Arts and Humanities, needed for the country's development agenda.
- b) Identifying areas with shortages of critical skills and recommend policy interventions for informed skills development in the country's higher and tertiary education sector.
- c) Forecasting future skills needs of the country and propose programmes to develop those skills in order to support the country's development agenda.
- d) Liaising with the National Manpower Advisory Council (NAMACO) on the development of required skills mix to drive the development agenda.
- e) Liaise with the Zimbabwe Manpower Development Fund (ZIMDEF) to fund the acquisition and development of critical skills for national development.
- f) Identify critical skills shortage areas that can benefit from scholarships from abroad and liaise with scholarship providing partners for the country to benefit in those areas.
- g) Implement the Heritage based philosophy in the context of Education 5.0.

### **Qualifications, Experience and Competences**

- i. Bachelor's Degree in Human Resources / Social Science
- ii. Relevant Master's Degree is an added advantage
- iii. Must have two (2) years' experience in the relevant job.
- iv. Good communication and interpersonal skills
- v. Excellent analytical and time-management skills
- vi. Computer literate.

Applications must be submitted to:  
The Acting Secretary  
Kuwirirana House  
7 George Silundika Avenue  
P. Box HR 4730  
Harare

**Applications must be accompanied by a Detailed Curriculum Vitae with contact details and copy of National I.D, birth certificate and qualifications. Please be advised that applications which do not comply with the above requirements and those submitted after the deadline will not be processed.**