

RESEARCH COUNCIL OF ZIMBABWE



Leadership, Innovation and Development

JOB VACANCY

Applications are invited from suitably qualified candidates to fill the following position within the Research Council of Zimbabwe (RCZ).

PERSONAL ASSISTANT

The RCZ is looking for a person with strong interpersonal skills, ability to demonstrate professionalism, confidentiality, discretion, and excellent communication skills. The position reports to the Executive Director.

QUALIFICATIONS AND EXPERIENCE

- ◆ National Diploma in Secretarial Studies or equivalent.
- ◆ Higher National Diploma in Secretarial Studies or Degree in English, Communication and Office Management or equivalent will be an added advantage.
- ◆ A minimum of 5 years relevant experience in a similar position.
- ◆ Good communicator and very courteous.
- ◆ Competency in Microsoft applications including Word, Excel, and Outlook.
- ◆ Ability to handle confidential correspondences.

KEY RESULT AREAS / DUTIES

1. Point of contact between the Executive Director and internal/external stakeholders.
2. Diary management for the Executive Director's office.
3. Managing the Executive Director's diary and schedule meetings and appointments.
4. Consolidating reports for the Executive Director.
5. Filing and retrieving corporate records, documents, and reports.
6. Accurately recording minutes from Executive Director's meetings and management meetings.
7. Making travel arrangements for the Executive Director.
8. Custodian of Executive Director's office documents.
9. Managing correspondence for the Executive Director.
10. Providing general administrative support to the Executive Director's office.
11. Performing any other work-related duties and responsibilities that may be assigned from time to time by the Executive Director.

ATTRIBUTES / COMPETENCIES

- ◆ Good ambassadorial and diplomatic skills.
- ◆ Ability to plan and prioritize workload.
- ◆ Ability to provide a full personal assistant service to the Executive Director.
- ◆ Excellent organizational and multi-tasking skills.
- ◆ Able to work on own initiative.
- ◆ Honesty and reliability.
- ◆ Attention to detail.

- ◆ Work to tight deadlines.
- ◆ Flexibility and adaptability to juggle range of tasks.
- ◆ Flexibility on working hours where necessary.

In return, the RCZ offers a competitive package commensurate with qualifications and experience.

Send applications to:

The Executive Director – RE: Position being applied for
11 Stafford Road
Mt. Pleasant
P.O. Box CY294, Causeway
Or email secretary@rcz.ac.zw

Applicants are required to provide names and contact details of at least two referees. Applications together with detailed CVs should be forwarded not later than close of business on 21 May 2024 to the address and email provided.

Only shortlisted candidates will be contacted.