**HURUNGWE RURAL DISTRICT COUNCIL**



**VACANCIES**

Applications are invited from suitably qualified, experienced, self-driven and results oriented individuals, to fill the following positions that have arisen within Hurungwe Rural District Council.

**Position 1: Agriculture and Natural Resources Manager (Grade 10).**

**Reporting to the Chief Executive Officer**

**Duties and Responsibilities**

* Design and implement efficient and effective management systems the Agriculture and Natural Resources department.
* To supervise operations against poaching and illegal mining activities daily.
* To check hunting operations of the CAMPFIRE programme.
* To compile hunting permits and hunting returns.
* To update land use plans and resettlement, village records.
* Prepare annual departmental budget for submission to the relevant Council committee.
* Control expenditure of the department provided for under IRBM.
* To attend all land dispute issues, enforce Council by-laws and monitor stray cattle sales.
* To issue mining permits and capture mines data.
* Prepare monthly reports for submission to the Chief Executive Officer, relevant Committee or Council.
* Supervise staff in the department and implement Council resolutions relevant to the department
* Perform any other duties related to Council as assigned by the Chief Executive Officer.

**Requirements**

* Be aged 35 and above.
* An Environmental Science degree.
* Masters degree and relevant professional courses are an added advantage.
* High computer literacy.
* At least 3 years’ experience in a similar position.
* Clean Class 4 Driver’s Licence.
* No criminal record.

**Female candidates are encouraged to apply**

**POSITION 2: Social Services Officer (Grade 9)**

**Reporting to the Social Services Manager**

**Duties and Responsibilities**

* Assist in the coordination of Water, Sanitation, and Hygiene activities in the district.
* Assist in the coordination of disaster management activities in the district.
* Monitor all NGO activities in the Council’s area of jurisdiction.
* Prepare monthly financial statements of expenditure for donor funded programmes in liaison with the Social Services Manager.
* Monitor and implement the departmental budget.
* Ensure statement of expenditures are sent to relevant departments or organisation as per stipulated time.
* Supervise operations of Council clinics and Schools
* Any other duties as assigned from time to time.

**Requirements**

* Be aged 25 and above.
* A degree in Development Studies, Psychology, Local Governance or any other relevant Social Science degree.
* At least 2 years post qualification experience in local authority environment.
* A clean record of service within the Local government fraternity.

**Female candidates are encouraged to apply**

**Position 3: Planning Assistant (Grade 6)**

**Reporting to the Planning Officer.**

**Duties and Responsibilities**

* Assist with the preparation of layouts for business centres, rural service centres, and growth points.
* Assisting in the development control of the whole district.
* Inspection of infrastructure in the district
* Enforcement and prohibition orders preparation
* Any other tasks as assigned from time to time

**Requirements**

* Must be a holder of at least a Diploma in Rural and Urban Planning.
* Be aged 25 and above.
* At least 2 years post qualification experience in a similar role.
* A clean record of service within the Local government environment.
* A clean Class 4 Driver’s Licence is a must

**Female candidates are encouraged to apply**

**Position 4: Administration Assistant: Transport, Inventory and Asset, Management– (Grade 6)**

**Reporting to the Administration and Human Resources Manager**

**Duties and Responsibilities**

* Maintain asset registers up to date
* Maintain fuel requests, fuel stocks and inventories registers
* Maintain vehicle registers and ensure log books are up to date
* Maintain stock registers up to date
* To maintain and update records of all Council and staff matters.
* Perform other duties as assigned from time to time

**Requirements**

* A Social Science Degree
* At least 2 years post qualification experience.
* At least 25 years and above.
* No criminal record.

**Female candidates are encouraged to apply**

**Position 5: Administration Assistant / Receptionist (Grade 6)**

**Reporting to the Administration and Human Resources Manager**

**Duties and Responsibilities**

* Attending to telephone calls and to all clients promptly
* Typing all Council documents
* To maintain up to date the staff attendance register
* Assist all clients as required
* Maintain front office ambiance
* Any other duties that may be assigned from time to time.

**Requirements**

* Be aged 25 and above.
* 5 O levels including English Language
* At least diploma in Social Sciences
* At least 2 years post qualification experience in a similar position.
* A clean record of service within the Local government environment

**Female candidates are encouraged to apply**

**Position: Procurement Clerk (Grade 6)**

**Reporting to the Procurement Officer**

**Duties and Responsibilities.**

* Receiving authorised purchase requisitions for log into the procurement document movement control sheet.
* Sending Request for Quotations RFQs to approved suppliers.
* Compiling of Evaluation reports for tenders and RFQs
* Generating of purchase orders according to the set criteria
* Sending purchase orders and or supply contracts for authorisation
* Ensuring that all duly signed purchase orders are sent to the suppliers on time.
* Expediting deliveries
* Compiling of procurement reports, weekly, monthly, quarterly and annually.
* Performing any other duties as assigned from time to time.

**Requirements**

* Be aged 25 and above
* At least a diploma in Purchasing and Supply or equivalent
* At least 2-years’ experience in a similar position.
* A clean record of service within the Local government environment
* A clean Class 4 driver’s Licence is a must.

**Female candidates are encouraged to apply**

Interested persons are to send clearly marked application letters (with attached detailed CVs, identity documents including birth certificate, academic qualifications and professional qualifications) to the undersigned in sealed envelopes or email as given not later than **9 December 2022.**

**The Chief Executive Officer**

**Hurungwe Rural District Council**

**P. O. BOX 46**

**Magunje**

**Email address: info@hurungwerdc.co.zw**