

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.

GRADUATE TRAINEES

POSITION 1 : HOUSING INTERN

REPORTING TO THE SOCIAL SERVICES MANAGER.

DUTIES AND RESPONSIBILITIES

- Maintain the housing waiting list register
- Maintaining and updating and updating housing records and keeping an up to date property register.
- Recommending eligible housing applicants for allocation by the stand allocation committee.
- Compiling and updating housing statistics
- Attending to all housing related queries.
- Compilation of monthly reports to the Social Services.

REQUIREMENTS

- Must be a holder of a Degree/Diploma in Rural and Urban Planning.

POSITION 2 : PLANNING INTERN

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 a Degree/Diploma in Rural and Urban Planning.
- A clean Class 4 Driver's Licence is a must.

POSITION 3 : Administration and Human Resources Intern

**REPORTING TO THE ADMINISTRATION AND HUMAN RESOURCES
MANAGER**

DUTIES AND RESPONSIBILITIES

- Perform administrative duties as assigned by the Administration and Human Resources Manager.

REQUIREMENTS

- A Social Science Degree biased towards Administration or Human Resources
- No criminal record

POSITION 4 : Internal Audit Intern

REPORTING TO THE INTERNAL AUDITOR.

DUTIES AND RESPONSIBILITIES

- Participates in carrying out routine audits as planned by the Auditor
- Produces reports for assigned tasks as required by the Auditing standards.
- Evaluates, assesses possible risks and provides action plan to minimize occurrence.
- Participate in conducting risk based audits.

REQUIREMENTS

- A Degree in Auditing or Accounting
- No criminal record

POSITION 5 : Mechanic Intern

REPORTING TO THE WORKSHOP FOREMAN

DUTIES AND RESPONSIBILITIES

- Assisting the Head Mechanic in the motor vehicle workshop
- Attending to breakdowns
- Maintenance, repairs and servicing of Council vehicles and equipment
- Diagnosing faults, order required parts and perform required repairs.
- Inspecting and testing vehicles for fitness and road worthiness.
- Maintenance of a safe working area and

REQUIREMENTS

- At least a certificate in Diesel Plant fitting /Motor Mechanic
- No criminal record

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 not later than **19 January 2023**.

**THE ACTING CHIEF EXECUTIVE OFFICER
HURUNGWE RURAL DISTRICT COUNCIL**

**P. O. BOX 46
MAGUNJE**

Email address: info@hurungwerdc.co.zw