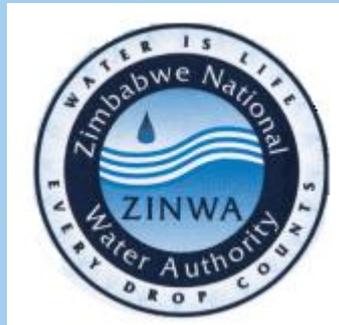


ZIMBABWE NATIONAL WATER AUTHORITY



WE ARE RECRUITING

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest, and substantially experienced persons for appointment to the challenging positions below which has arisen in the Organization.

INFORMATION COMMUNICATION & TECHNOLOGY (ICT) MANAGER	STORES CONTROLLER
The applicant will be based at Head Office, Harare and reporting to the Director, Finance & Commercial Services .	The applicant will be based at our Head Office, Harare and will be reporting to the Procurement Manager .
JOB PURPOSE	RESPONSIBILITIES
The job exists to provide effective strategic leadership in driving the Authority's Information Communication & Technological development, advancement, and management to ensure water security for the nation.	<ol style="list-style-type: none">Ensure the review and tracking of orders to facilitate delivery and or collection.Prepares shipping and distribution of stock.Keep track of inventory and supplies that need restocking in the Authority.Forecasting supply and demand to prevent overstocking and running out-of-stock.Manage requisitions for incoming equipment, services, and supplies and distribute accordingly.Review and track orders ensuring that they are all delivered/ collected.
RESPONSIBILITIES	
<ol style="list-style-type: none">Formulating and implementing ICT strategies that support the execution of Authority's strategic thrust in conformity with the best practices.overseeing the designing and implementing short and long-term ICT infrastructure that meets the Authority's existing and future requirements.	

- iii. Anticipating business needs, identifying and recommending appropriate ICT products and services in line with best global practices.
- iv. Developing and keeping up to date a robust ICT system that support and drives business growth and continuity.
- v. Developing ICT strategies to cater for changing business and technological developments.
- vi. Ensuring that the Authority's Information Communication and technology systems are up to date with the latest developments in the global ICT arena.
- vii. Highly knowledgeable in project management skills.
- viii. Budget formulation, implementation, and monitoring.

QUALIFICATIONS & EXPERIENCE

- i. Must be a holder of BSc in Computer Science/Information Technology or equivalent.
- ii. Master's degree is an added advantage.
- iii. A minimum of a 5 years relevant post experience in ICT.

OTHER PERSONAL SKILLS

- i. Must possess excellent analytical, problem solving and good coordinating skills.
- ii. Good interpersonal and strong leadership skills.
- iii. An innovator who is driven by passion and desire to promote new technologies.
- iv. Must be a strategic thinker with impeccable integrity and good motivational skills.
- v. Must be a good team player.

PROCUREMENT OFFICER

The applicants will be based at our Head Office, Harare and will be reporting to the **Procurement Manager**.

RESPONSIBILITIES

- i. Strategic procurement of various goods and services for the Authority.

QUALIFICATIONS & EXPERIENCE

- i. Must possess a Degree or Diploma in Purchasing and Supply or equivalent.
- ii. At least 3 years proven experience in a similar position.
- iii. Computer literate
- iv. Strong communication skills, both written and verbal.

BUYER X 4

The successful applicants will be at Head Office, Harare and reporting to the **Procurement Officer**.

RESPONSIBILITIES

- i. Negotiate credit terms with suppliers.
- ii. Ensure compliance to specification & standards required for goods & services meeting the target of zero returns.
- iii. Process all Purchase Requisition to final delivery and payment in compliance with Public Procurement and Disposal of Public Assets Act.
- iv. Coordinate speed resolution of unplanned & unexpected operational requirements.
- v. Ensure that goods & services purchased meet required quality & specifications.
- vi. Ensure that proper procurement procedures are followed in compliance with the Authority's Standard Operating Procedures
- vii. Follow up on payments to Suppliers and ensure that Suppliers are paid on time within agreed time frames.

- ii. Building strong professional working relationships both internally and externally with key suppliers.
- iii. Ensuring that the procurement process is in line with Public Procurement and Disposal of Public Assets Act.
- iv. Sourcing quotations through various procurement methods.
- vi. Vendor rating and managing the organisation's contracts with various suppliers.
- vii. Preparing tender documents and advertising of tenders in the relevant media in line with the Public Procurement and Disposal of Public Assets Act.
- ix. Gathering market intelligence to avoid exposing the organisation to unworthy suppliers.
- x. Providing secretarial services to evaluation, Procurement & Disposal committee meetings and preparing procurement reports

PERSON SPECIFICATIONS

- v. Must possess a Procurement and Supply degree from a recognized institution or relevant qualification.
- vi. A Master's degree is an added advantage.
- vii. A minimum of five years post qualification experience.
- viii. Knowledge of the Public Procurement and Disposal of Public Assets Act.
- ix. Computer literacy
- x. Must be a registered member of the Chartered Institute of Procurement and Supply.

DIGITAL MARKETING & COMMUNICATIONS OFFICER

The applicants will be based at our Head Office, Harare and will be reporting to the **Corporate Communications & Marketing Manager**.

- viii. Ensure all goods & services ordered conform to Procurement standards.
- ix. Conduct supplier evaluations and ratings.

PERSONAL SPECIFICATIONS

- i. Must possess a Higher Diploma in Procurement and Supply Management.
- ii. A minimum of two years' experience in Procurement
- iii. Must be computer literate, honest and capable to work under minimum with minimum supervision.
- v. Must have knowledge of the Public Procurement and Disposal of Public Assets Act.

STORES OFFICER

The successful applicants will be based at Save Catchment in Mutare, Runde Catchment in Masvingo, Gwayi Catchment in Bulawayo, Sanyati Catchment in Gweru and Harare. They shall be reporting to the **Stores Controller**.

RESPONSIBILITIES

- i. Oversees stock management.
- ii. Collect orders for stocking and distribution.
- iii. Manage purchasing orders for incoming equipment, services, and supplies.
- iv. Ensure supplied stocks meet demand.
- v. Prevent overstocking and ordering.
- vi. Compile reports on inventory and supply balances.
- vii. Oversees regular stock taking.

RESPONSIBILITIES	PERSON SPECIFICATIONS
<ul style="list-style-type: none"> i. Manage the Authority’s social media platforms. ii. Develop engaging online content including blogs, videos, graphics, forums as well as monitor content effectiveness and success. iii. Write engaging content for a variety of audiences that is consistent with brand guidelines. iv. Drive traffic to track and analyse the Authority’s pages traffic flow, providing regular internal reports and work on printed material to supplement on online communication. v. Act as a digital champion internally, communicating and educating on digital strategy across departments and business units. vi. Create online promotions to generate excitement and interest in the Authority’s products and services. vii. Create multimedia content for the Authority website. viii. design visual concepts using graphic designing tools. ix. Photography and video editing. 	<ul style="list-style-type: none"> i. Must possess a Diploma in Stock Management, or Procurement and Supply Management. ii. A minimum of five years post qualification experience iii. Computer literacy is a must. iv. Must have analytical, problem solving and coordinating skills. <p>Interested candidates must send their applications and CVs to:-</p> <p>The Human Capital & Administration Manager ZINWA Head Office P. O. Box CY 617 Causeway, <u>HARARE</u></p> <p>Or email to <i>recruitment@zinwa.co.zw</i> on or before 19th February 2021</p>
PERSON SPECIFICATIONS	
<ul style="list-style-type: none"> i. Must possess a Degree in Marketing, Visual Communication and Multimedia Design, E-Commerce, or a relevant qualification. ii. Digital marketing diploma will be an added advantage. iii. At least 2 years of working experience. iv. Proficiency in SEO, PPC, Google AdWords, Editing, Content Management Systems, Photoshop, InDesign and Microsoft Office. v. Strong communication skills vi. Eye for detail vii. Ability to meet deadlines and work under pressure. 	

