



Zimbabwe National Water Authority

Vacancies

Billing Clerk

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicants will be based at various Service Centers in all provinces and reporting to the Billing Officer.

RESPONSIBILITIES

- i. Conducting billing of clear and raw water
- ii. Debit and credit adjustments
- iii. Revenue collection
- iv. Production of manual invoices
- v. Printing and distribution of statements

PERSON SPECIFICATIONS

- i. Degree in Accounting, Finance or Business Studies
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Cashier/Revenue Collector

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicants will be based at various receipting centers in various Service Centers and reporting to the Revenue Officer.

RESPONSIBILITIES

- i. Receipting and banking
- ii. Maintaining and reconciling petty cash register
- iii. Attends to walk in customer queries
- iv. Capturing receipts and petty cash register
- v. Conducting revenue collection management analysis
- vi. Producing revenue collection reports.



zinwawater



008677004339



callcentre@zinwa.co.zw

PERSON SPECIFICATIONS

- i. Degree in Accounting, Finance or Business Studies
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Catchment Manager

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging positions that have arisen in the Organization. The applicants will be deployed to the various provinces and reporting to the Water Supply Operations Director.

RESPONSIBILITIES

- i. Managing and administering the affairs of the catchment councils
- ii. Managing the Catchment's water resources infrastructure
- iii. Granting permits for the use of water in the Catchment
- iv. Extending the duration of a temporary or provisional water permit
- v. Granting interdicts in respect of matters cognizable by a catchment council
- vi. Cancelling existing water permits where necessary
- vii. Awarding servitudes subject to the Communal Land Act

PERSON SPECIFICATIONS

- i. Degree in Civil Engineering
- ii. A minimum of five years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Executive Secretary

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicant will be based at Head Office, Harare and reporting to the Chief Executive Officer.

RESPONSIBILITIES

- i. Managing the Chief Executive Officer and Executive Management's daily calendar, including scheduling meetings and confirming appointments.
- ii. Providing high-level administrative support for the Chief Executive Officer and Executive Management to ensure they can efficiently accomplish key tasks and company initiatives.
- iii. Screening visitors and determining the level of support they need while offering polite, professional customer service.
- iv. Administering and maintaining highly confidential corporate documents, records and files.
- v. Providing personal assistance and secretarial support to the Chief Executive Officer and Executive Management.

PERSON SPECIFICATIONS

- i. Degree in Administration or equivalent
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Marketing Officer

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicant will be based at Head Office, Harare and reporting to the Corporate Communications & Marketing Manager.

RESPONSIBILITIES

- i. Creating advertorials and devising promotional strategies to encourage more water uptake and payment of water bills
- ii. Undertaking market intelligence on various available business models and make appropriate recommendations
- iii. Promoting effective customer relationship management
- iv. Ensuring that all Authority signs and billboards are appropriately positioned and well maintained
- v. Stakeholder relationship management
- vi. Supervision of the ZINWA Call Centre
- vii. Participate in provincial and district WASH Cluster meetings

PERSON SPECIFICATIONS

- ii. Degree in Media & Society Studies, Marketing Management, Journalism
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Motor Mechanic

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicant will be based at Mzingwane Catchment, Gwanda and reporting to the Workshop Foreman.

RESPONSIBILITIES

- i. Carrying out preventive maintenance on the Catchment's fleet
- ii. Carrying out repairs on the Catchment's vehicles and motor cycles
- iii. Conducting minor and major services on the Catchment's vehicles
- iv. Carrying out engine overhauls where necessary
- v. Attending to minor and major vehicle breakdowns

PERSON SPECIFICATIONS

- ii. Journeyman Class 1 (Motor Mechanic)
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Procurement Specialist

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organisation. The applicant will be based at Head Office, Harare, reporting to the Procurement Manager.

RESPONSIBILITIES

- i. Co-ordinating the procurement cycle to ensure that goods, works and services are provided timely and at the most competitive rates
- ii. Ensuring all purchases comply with Authority's purchasing procedures
- iii. Reviewing existing purchasing arrangements with suppliers
- iv. Conducting supplier market research
- v. Reviewing purchase orders for completeness and process requisitions in line with the Authority's policy and procedure

PERSON SPECIFICATIONS

- i. Degree in Business Studies or Purchasing & Supply
- ii. CIPS Qualification
- iii. A minimum of five years post qualifying experience
- iv. Good interpersonal and leadership skills

Revenue Manager

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicant will be based at Head Office, Harare and reporting to the Finance Director.

RESPONSIBILITIES

- i. Formulating revenue collection strategy for the Authority and overseeing its implementation
- ii. Monitoring debt and revenue collection
- iii. Superintending over the implementation of the Authority' credit control policy
- iv. Carrying out periodical reviews of the Authority' credit control policy
- v. Conducting a detailed monthly revenue collection management analysis
- vi. Superintending over the billing exercise in line with the Authority's billing cycle.

PERSON SPECIFICATIONS

- i. Degree in Credit Control, Accounting, Finance or Business Studies
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Risk Officer

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicant will be based at Head Office, Harare and reporting to the Risk Manager.

RESPONSIBILITIES

- i. Identifying and categorizing risks through out ZINWA's operations including dam construction projects
- ii. Identifying and monitoring processes and procedures with in ZINWA that might give rise to risk exposure
- iii. Developing an integrated risk management and mitigation framework for the entire organization
- iv. Developing, maintaining and reviewing the corporate risk register
- v. Monitoring the progress of risk mitigation activities
- vi. Ensuring that risk management priorities are reflected in the Authority's strategic plan

PERSON SPECIFICATIONS

- i. Degree in Risk Management or Project Management
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

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Service Center Leader

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging positions that have arisen in the Organization. The applicants will be deployed to the various provinces and reporting to the Water Supply Operations Director.

RESPONSIBILITIES

- i. Overseeing the production and equitable distribution of portable water throughout the Service Centre
- ii. Managing the service center's raw water resources and affairs
- iii. Overseeing the management of the Service Centre's water infrastructure projects
- iv. Optimizing water sales and minimizes loses in the distribution and reticulation system
- v. Ensuring planned and unscheduled maintenance are carried out at the stations
- vi. Monitoring and controlling service center expenditure and ensuring adherence to approved budget

PERSON SPECIFICATIONS

- i. Degree in Civil Engineering, Commerce or Business Studies
- ii. A minimum of three years post qualifying experience
- iii. Good interpersonal and leadership skills
- iv. Proven track record

Civil Engineering Technician

The Zimbabwe National Water Authority (ZINWA) is inviting applications from suitably qualified, mature, honest and substantially experienced persons for appointment to the above challenging position which has arisen in the Organization. The applicants will be based at the Authority's various construction sites.

RESPONSIBILITIES

- i. Conducting surveys and designs
- ii. Project & construction supervision
- iii. Producing bill of quantities for the estimation of the cost of a given project
- iv. Producing tender documents for a given project
- v. Overseeing the water treatment and sewage treatment operations
- vi. Organizing repairs and maintenance of water resources infrastructure

PERSON SPECIFICATIONS

- i. Diploma in Civil Engineering
- ii. Ability to use AutoCAD
- iii. A minimum of one year experience in civil works
- iv. Must be computer literate, honest and capable to work under minimum supervision and must possess excellent communications and collaborative skills
- v. A clean class 4 driver's license is an added advantage

Interested candidates must send their applications and CVs to :-

The Human Capital Manager

ZINWA Head Office

P. O. Box CY 617

Causeway,

Harare.

Or email to recruitment@zinwa.co.zw on or before 30 June 2022