

# RESEARCH COUNCIL OF ZIMBABWE



Leadership, Innovation and Development

## JOB VACANCIES

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

### 1. External Relations Officer

Reports To: The Marketing and External Relations Manager

#### Duties and Responsibilities

- Write reports on international Bodies which RCZ can have linkages with as well as drafting relevant agreements and Memorandum of Understanding with the identified Foreign Bodies.
- Generally responsible for ensuring that RCZ maintains appropriate international collaborations with other international research institutes.
- Develops and implements an external relations strategy, consulting on internal and external needs and expectations, ensuring RCZ seizes any availed international opportunities, by adopting contact programmes, prioritisation, coordinating lead contacts and encouraging information sharing.
- Engages Ministry of Foreign Affairs on protocol involving external relations.
- Coordinates a diary of external appearances for senior staff, opportunities created, items prioritised as well as media relations tie-ins.
- Organises workshops, conferences, meetings etc. and produces reports or minutes as required.
- Maintains a constant presence of RCZ on its website and social media platforms.
- Any other duty as assigned by the Supervisor.

#### Minimum Qualifications and Experience

- At least a degree or equivalent in any of the following areas:- International Relations, Political Science or Marketing from a recognized university
- Possession of other relevant post graduate qualifications would be an added advantage
- Must have served at a senior level for at least four years gaining relevant experience
- Must have a clean class 4 drivers' license

Apply to: [secretary@rcz.ac.zw](mailto:secretary@rcz.ac.zw)

## **2. Technical Officer**

Reports To: The Research Prioritisation, Control and Coordination Manager

### **Duties and Responsibilities**

- Services Research Council of Zimbabwe Committees.
- Prepares concept papers for the RCZ committees.
- Receives research proposals and prepares preliminary evaluation reports for consideration by the manager.
- Drafts Calls for Research proposals and places them in the public media.
- Ensures that official publications of RCZ are distributed widely.
- Writes reports on research and technical information for the Research Council of Zimbabwe.
- Writes official publications of RCZ to known international standards.
- Researches on publications of interest to RCZ and makes appropriate recommendations.
- Produces reports on expired patents of interest.
- Prepares summaries of scientific and technological reports.
- Organises workshops, seminars and biennial science and technology symposia and produces reports and minutes as required.
- Works as an individual or in teams on various scientific and technical projects.
- Drafts budgets for research projects.
- Attends to all matters of Foreign Research.
- Any other duty as assigned by the Supervisor.

### **Minimum Qualifications and Experience**

- At least a degree or equivalent in any of the following areas: - Information Technology, Social Science, Pure and Applied Sciences, Life Sciences, Engineering and related fields from a recognized university.
- Possession of other relevant post graduate qualifications would be an added advantage.
- Must have served at a senior level for at least four years gaining analytical, data management and writing skills.
- Must have a clean class 4 drivers' license.

**Apply to: [secretary@rcz.ac.zw](mailto:secretary@rcz.ac.zw)**

## **3. Internal Audit Officer**

Reports to: Audit and Risk Management Committee and the Executive Director

### **Duties and Responsibilities**

- Evaluate and examine policies and procedures and systems both internally and externally.
- Review compliance with policies, procedures, state laws and regulations, established protocols, and standards.
- Document, report results and make recommendations to Management.

- Develop a comprehensive and practical programme of audit coverage of any selected location of the Council function and assignment.
- Assist Council and individuals who perform operational and financial activities with enterprise risk assessment and action plans in their responsibility areas to heighten awareness of major exposures, and/or transactional anomalies and facilitate discussions of practical ways to manage or avoid them.
- Compile a risk management policy.
- Maintain effective working relations with Executive, Management, external auditors and to conduct opening and exit meetings with relevant managers to discuss audit scope and findings, and services the Audit and Risk Management Committee.
- Ensure that boarding of assets and disposal of such assets is done in a transparent manner with reference to procurement regulations.
- Any other duties as assigned by the Supervisor.

**Minimum Qualifications and experience**

- Must be a member of Institute of Internal Auditors.
- Degree in Accounting, Risk Management or Chartered Institute of Secretaries (CIS) or Chartered Institute Management Accountants (CIMA) or Association of Chartered Certified Accountants (ACCA) professional qualifications.
- A qualification in computer based Audit system essential.
- 3 - 5 years' experience
- Possession of other relevant post graduate qualifications would be an added advantage
- Must have a valid drivers' license

Apply To: [secretary@rcz.ac.zw](mailto:secretary@rcz.ac.zw)

Applicants are required to provide names and contact details of at least two referees and write a motivational letter. Applications together with detailed CVs should be forwarded not later than close of business 19 October 2020 to the email provided:-

**The Executive Director – RE: Position being applied for  
11 Stafford Road  
Mt. Pleasant  
P.O. Box CY294, Causeway**

**Only shortlisted candidates will be contacted. In return the RCZ offers a competitive package commensurate with qualifications and experience.**