

RESEARCH COUNCIL OF ZIMBABWE



Leadership, Innovation and Development

VACANCY ANNOUNCEMENT

Through vision and foresight, Government established the Research Council of Zimbabwe (RCZ) to spearhead and coordinate Zimbabwe's research enterprise, with a view to promote, direct, supervise and coordinate research for national interest, and to advise Government on policy imperatives pertinent to research and development. For it is through research that scientific knowledge is generated and harnessed for the emergence of new goods and services for the country to occupy its niche in the global economy.

RCZ sits as the pivotal leader steering demand-driven research for wealth creation and sustainable development as Zimbabwe seeks to attain middle income economy status, thereby improving the standard of life, productivity and prosperity by 2030. RCZ has been hard at work coordinating seven (7) Zimbabwe National Geospatial and Space Agency (ZINGSA) projects from their inception to present. We are a member to the Science Granting Council Initiatives (SGCI) which is a collaboration of science councils in the world. Through these partnerships RCZ is spearheading specific projects with international collaborations including Malawi, Botswana and Canada.

RCZ protects Zimbabwe's interests by monitoring research conducted in Zimbabwe by scholars and other persons who are not citizens or permanent residents.

WANTED ARE

Qualified, experienced, multi-skilled, self-starter, committed, dynamic, innovative, dedicated individuals who write well and are critical thinkers as well as systematic, to apply for the following positions not later than 18 December 2020:-

1. Technical Officer

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

2. Secretary/Receptionist

Scope of the Work

The Secretary/Receptionist will be tasked with the following key responsibilities amongst others:

- Welcoming all visitors to RCZ, answering phones, directing calls, mail routing, typing and clerical duties.
- Ensuring tidiness of the reception area.
- Arranging meetings and taking minutes
- Stores Management
- Any other task as assigned by the Supervisor

Minimum Qualifications and Experience

- Higher National Diploma in Secretarial Studies/Office Administration or equivalent qualification from a recognised college
- Must have served as a Secretary/Receptionist or equivalent level for at least two years
- Must have a driver's license

Apply to: 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 18 December 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.