ZIMBABWE

ZIMBABWE INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

# VACANCIES

Applications are invited from suitably qualified and experienced persons to fill the following vacant positions that have arisen within the Institute.

The Zimbabwe Institute of Public Administration and Management (ZIPAM) is an equal opportunity employer and encourages all suitably qualified candidates to apply.

## a. DIRECTOR FINANCE AND SUPPORT SERVICES – GRADE E1

**Reporting to the Director General**

**Job Purpose:** Lead the Institute's finance, human resources, administration, risk management, governance and resource mobilisation as a member of the executive team.

**Key Result Areas:** Financial planning and budgetary control; revenue collection and resource mobilisation; financial reporting and external audit; human resources management; administration and inventory control; risk, compliance and governance.

**Key Responsibilities:**

- Provide strategic direction to Finance, Human Resources (HR) and Administration, aligned to the Strategic Plan and the laws of Zimbabwe.
- Lead budgeting, financial planning, cost control, financial statements, internal controls, external audit and statutory compliance.
- Advise the Director General and the Board of Governors.
- Supervise and evaluate departmental heads, driving accountability and performance.

**Core Competencies:** Resource mobilisation; leadership and people management; communication, negotiation and stakeholder management; integrity and confidentiality.

**Qualifications and Experience:**

- Bachelor's degree in Accounting, Finance, Business Administration or equivalent, plus a relevant Master's degree.
- Registered with the Public Accountants and Auditors Board (PAAB).
- At least 10 years' post-qualification financial management experience, including 4 at senior management level.
- Sound knowledge of public sector financial management and the Public Finance Management Act (PFMA).
- Advantages: PhD, Continuous Professional Development (CPD) record, knowledge of the GoZ Performance Management System.

## b. DEPUTY DIRECTOR LEGAL SERVICES – GRADE D3

**Reporting to the Director General**

**Job Purpose:** Provide leadership in legal services, corporate governance, compliance and risk management, and oversee monitoring and evaluation (M&E), ensuring the Institute operates lawfully and performs against its strategic objectives.

**Key Result Areas:** Legal advisory services; contract management; litigation and dispute resolution; legal compliance and risk management; corporate governance and Board secretariat services; M&E and performance oversight; leadership and performance reporting.

**Key Responsibilities:**

- Advise the Board, Director General and Management on legal matters, and ensure compliance with all applicable laws, including the Public Entities Corporate Governance Act.
- Represent the Institute in litigation, arbitration and disputes, and manage external lawyers.
- Draft, review and negotiate contracts and legal instruments, and monitor contractual obligations.
- Provide legal and secretarial support to the Board and its Committees.
- Coordinate legal and regulatory risk management, and contribute to policy development.
- Oversee the M&E framework, performance reporting and the M&E Officer's work.

**Core Competencies:** Legal advisory and research; contract drafting and negotiation; litigation and dispute resolution; corporate governance and risk management; strategic thinking; leadership; integrity and confidentiality.

**Qualifications and Experience:**

- LLB or equivalent; registered Legal Practitioner in good standing with the Law Society of Zimbabwe.
- At least 7 years' post-qualification experience, including 3 at senior management level, preferably in a public or regulated environment.
- Experience in corporate and commercial law, contracts, litigation and governance, and knowledge of the legal framework for public entities.
- Advantages: LLM, corporate governance qualification, risk management or M&E experience, and experience in advising boards.

## c. DEPUTY DIRECTOR HUMAN RESOURCES – GRADE D3

**Reports to the Director – Finance and Support Services**

**Job Purpose:** Provide strategic and operational leadership in the management and development of the Institute's human capital.

**Key Result Areas:** Human Resource (HR) planning and development; talent management and employee performance; employee relations and welfare; learning and development; HR administration, policy and compliance.

**Key Responsibilities:**

- Develop, review and implement HR policies and systems in compliance with labour laws.
- Coordinate recruitment, selection, employee relations, discipline and grievances.
- Oversee remuneration, benefits, occupational health and safety, and employee wellness.
- Coordinate training, professional development and performance management aligned to the strategic plan.
- Promote engagement, retention, gender mainstreaming, diversity and equal opportunities.
- Advise Management, maintain HR records and drive digitalisation using Human Resources Information System (HRIS) and payroll systems (SAP, Belina, Sage).
- Supervise and develop HR staff.

**Core Competencies:** Leadership and people management; communication and relationship management; mediation, negotiation and conflict resolution; analytical and decision-making skills; planning and coordination; integrity, confidentiality and emotional intelligence.

**Qualifications and Experience:**

- Bachelor's degree in Human Resources Management, Industrial Relations, Business Administration or a related field.
- Professional HR qualification (IPMZ or equivalent).
- At least 7 years' post-qualification experience, preferably in a senior or supervisory HR role, covering industrial relations, recruitment, performance management, compensation and development.
- Knowledge of Zimbabwean labour legislation.
- Advantage: public sector or public entity experience.

## d. DEPUTY DIRECTOR MARKETING – GRADE D3

**Reporting to the Deputy Director General**

**Job Purpose:** Provide strategic leadership in marketing, branding, communications, market development and stakeholder engagement to enhance ZIPAM's visibility, reputation, competitiveness and business growth.

**Key Result Areas:** Marketing strategy and implementation; business development and revenue generation; client relations and customer satisfaction; brand management and corporate communication; market research.

**Key Responsibilities:**

- Develop and implement marketing, branding and communication strategies to raise visibility and reputation and achieve revenue targets.
- Oversee corporate communications, digital marketing platforms, social media, content and promotional materials.
- Provide creative direction for corporate publications, visual assets and multimedia content.
- Build strategic partnerships and stakeholder relationships, and identify new markets, clients and business opportunities.
- Conduct market research, competitor analysis and customer assessments to measure marketing effectiveness.
- Manage marketing plans, budgets and targets, supervise staff, coordinate promotions and report on performance.

**Core Competencies:** Strategic thinking and execution; analytical and market intelligence skills; communication, presentation and stakeholder management; creative storytelling and content development; digital marketing and innovative branding; professionalism, integrity and accountability.

**Qualifications and Experience:**

- Bachelor's degree in Marketing, Communications, Public Relations, Business Administration or a related field.
- At least 8 years' experience in strategic marketing, branding, corporate communications and stakeholder engagement.
- Experience in developing integrated marketing and communications strategies, digital marketing and market research.
- Advantages: Master's degree; membership of the Marketers Association of Zimbabwe (MAZ), the Chartered Institute of Marketing (CIM) or the Zimbabwe Institute of Public Relations (ZIPR); public sector or public entity experience.

**How to apply:** Applicants should submit an application letter, detailed Curriculum Vitae (CV), certified copies of academic and professional qualifications, and contact details of three referees to the Director General via **zrecruit2026@gmail.com** not later than **20 November 2026**.

Applications must clearly indicate the **position applied for** in the subject line of the email. Only shortlisted candidates will be contacted.