



## **VACANT POSITION: DATA CAPTURE CLERKS (CONTRACT) X 10**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position, which are vacant in our Finance Department. Reporting to the Systems Controller, the incumbents will be based at Head Office.

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 5 'O' levels including English Language, Mathematics/Accounts
- Diploma in Accounting or Equivalent
- At least one year experience in a similar position.

### **CORE COMPETENCES**

- Accuracy at figures.
- Ability to work under pressure and to work extra hour should the need arise.
- Excellent computer skills and knowledge of SAP.
- Good interpersonal and communication skills.

### **SUMMARY OF DUTIES**

- Captures documents in the system using SAP.
- Consolidates farmer payments.
- Sorts and files documents.
- Records and attends to farmer queries.
- Performs any other work related as assigned by the Superior.

Applications in own hand writing accompanied with **two copies** of detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to:- [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw). Not later than 14 January 2022.

***Please note that only shortlisted candidates will be contacted***