



NOTICE OF VACANT POSITION ADVERTISEMENT

TO : ALL STAFF
FROM : HUMAN RESOURCES OFFICER-HEAD OFFICE
DATE : 28 JANUARY 2022

DATA CAPTURE CLERK (CONTRACT) X 3

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 addressed to: -

Human Resources Officer - Head Office
Grain Marketing Board
Dura Building, 179-187 S. Machel Avenue
P.O. Box CY77
HARARE
Email – ruzibeg@gmbdura.co.zw

Not later than 31 January 2022.

Please note that only shortlisted candidates will be contacted.

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G.T. RUZIBE
HUMAN RESOURCES OFFICER – HEAD OFFICE