



## **NOTICE OF VACANT POSITION**

### **FILING CLERK X 1 (CONTRACT)**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position within the Audit Department. The incumbent will report to the Chief Internal Auditor and will be based at Head Office.

### **MINIMUM QUALIFICATIONS**

- 5 'O' levels including English Language and Mathematics/Accounts.
- Diploma in Office Administration or equivalent.
- Basic Bookkeeping or Basic Accounting will be an added advantage.
- At least one (1) year experience in a similar role.

### **CORE COMPETENCE**

- Excellent Computer skills.
- High degree of confidentiality and honesty.
- Ability to work under pressure.

### **SUMMARY OF DUTIES**

- Office administration.
- Files and retrieves confidential information.
- Disseminates confidential reports.
- Assists in preparing board packs.
- Updates the filing of Audit reports.
- Performs any other work related duties as assigned by the Superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw)

Not later than 5 May 2022.

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