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**NOTICE OF VACANT POSITIONS**

**FINANCIAL ACCOUNTANT**

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

**QUALIFICATIONS AND EXPERIENCE**

* Degree in Accounting / Finance or equivalent.
* Master’s Degree in Accounting, Finance, Business Administration is an added advantage.
* A professional qualification in Accounting i.e. (CIMA/ ACCA/ CA/CIS) is an added advantage.
* 3 years’ experience in similar role.

**CORE COMPETENCIES**

* Excellent knowledge of SAP Accounting Software
* Good knowledge in IFRS / IAS
* Excellent analytical and interpersonal skills.
* Accuracy with figures
* High degree of initiative in the daily execution of duties.
* Team player

**SUMMARY OF DUTIES**

* Recommends and implements finance strategies and policies.
* Develops, recommends and implements accounting systems and internal control procedures in compliance with reporting standards and other statutory and regulatory guidelines.
* Reviews and approves periodic financial accounts and reports on financial performance.
* Reviews audit files after they are prepared by the Systems Controller.
* Facilitates and manages the external audit process annually.
* Monitors implementation of internal and external audit recommendations.
* Determines cut off periods for financial reports.
* Recommends SAP Master Records.
* Manages working capital.
* Provides advice to all departments on accounting, reporting and internal control procedures.
* Negotiates credit terms with suppliers and customers.
* Prepares monthly, quarterly, yearly and ad-hoc reports for the Finance Manager.
* Recommends payment limits for each method of payment.
* Participates in the preparation of annual reports for the Board.
* Participates in the drafting of supplier contracts.
* Prepares departmental budgets.
* Administers all cash floats.
* Recommends on provision to be made e.g. for bad debts, for obsolete stocks, audit fees.
* Supervises and develops staff by setting performance targets and identifying training needs on an ongoing basis.
* Performs any other work-related duties as assigned by the Superior.

**CIVIL HANDYMAN X 4 (PERMANENT)**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned positions within the Technical Services Department. The incumbent will report to the Civil Officer and will be based at Chivhu, Gwanda, Marondera and Masvingo depots.

**QUALIFICATIONS AND EXPERIENCE**

* 5 ‘O’ Levels including English language and Mathematics.
* Class 2 Journeyman Certificate in Carpentry/ Building/Plumbing/ Painting.
* Two years’ experience in related construction projects.

**CORE COMPETENCIES**

* An excellent understanding of construction works.
* Very good analytic and risk management skills.
* Ability to read and interpret engineering works.
* Good interpersonal skills.
* High level of safety consciousness and self-driven
* Team Player
* Fast to diagnose and act accordingly

**SUMMARY OF DUTIES**

* Undertakes all maintenance works to depot buildings, roads and drains, water and sewer breakdowns, depot security fence, renovations, etc.
* Partakes in new civil and construction projects such as new depot establishment work.
* Interprets building drawings as and when necessary.
* Requests and makes a follow up of maintenance and project materials.
* Maintains GMB infrastructure such as silo plants, hardstand construction, buildings, roads and drains, staff houses, storage sheds, water and sewer etc.
* Attends to civil breakdowns in a timeous manner.
* Assists in the preparation of maintenance budget for the section.
* Supports departments compliance to maintenance goals and objectives
* Adheres to safety and health requirements.
* Any other work related duties assigned by Superior.

**ANALYST PROGRAMMER**

Applicants are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Computer Systems Manager and will be based at Head Office.

**MINIMUM QUALIFICATIONS**

* Degree in Computer Science or equivalent.
* A minimum of 2 years’ experience in Programming.

**CORE COMPETENCE**

* Excellent knowledge of SAP.
* Excellent communication Skills.
* Excellent analytical Skills.
* Good technical skills.

**SUMMARY OF DUTIES**

* Designs, codes, tests and implements ABAP solutions for break/fix problems and change requests.
* Investigates and resolves production problems.
* Provides impact assessments for changes requested by the users.
* Provides user support.
* Maintains system and support documentation.
* Supports regression and end to end testing.
* Develops SAP reports.
* Designs and develops SAP forms, interfaces with SAP and other systems.
* Implements business systems.
* Designs a solution architecture of the system.
* Coordinates with vendors for system enhancements to keep abreast with technological changes and needs of the organization.
* Checks the functionality of the current system to ensure the system is fully utilized and identify the need for training for other users.
* Trains users on how to operate the SAP software after a review of the system.
* Responds to user problems concerning SAP to ensure the operations of the organization are running effectively.
* Reviews software in use to maintain compatibility with technological advancement.
* Documents all new systems or programs for referencing.
* Documents user requirements.
* Develops and implements computerized information system.
* Installs and configures systems packages.
* Develops manual for in-house development systems and customized SAP programs after completion of new system.
* Recommends backup strategy to the Computer Systems Manager.
* Any other work related duties recommended by the superior.

**MECHANICAL HANDYMAN X 5 (PERMANENT)**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned positions within the Technical Services Department. The incumbent will report to the Resident Fitter and will be based at Aspindale, Murewa, Mukwichi, Chiredzi and Guruve.

**QUALIFICATIONS AND EXPERIENCE**

* 5 ‘O’ Levels including English language and Mathematics.
* Class 2 Journeyman Certificate in Mechanical/ Fabrication/ Electrical Engineering.
* Two years’ experience in related Engineering field.

**CORE COMPETENCIES**

* Very good analytic and risk management skills.
* Ability to read and interpret engineering works.
* Ability to design, fabricate and modify engineering components with or without drawings.
* Ability to manage and control workshop assets and tools.
* Ability to manage spares inventory.
* Good interpersonal skills.
* High level of safety consciousness and self-driven
* Team Player

**SUMMARY OF DUTIES**

* Participates in all maintenance works at your respective depot
* Participates in the day to day running of the workshop, plant, equipment and all infrastructure.
* Conducts daily and weekly plant inspections in order to come up with a weekly plant performance report.
* Procures workshop consumables and equipment spare parts to replenish workshop stock.
* Enforces healthy and safety standards on a daily basis.
* Ensures safe working environment for all staff at the depot.
* Participates in annual plant overhaul as and when necessary.
* Assists the Resident Fitter in executing all engineering tasks as assigned.
* Supervises contractors and initiates their payment by raising of proper documentation
* Controls and accounts for all spares and material usage during major repairs and overhauls.
* Prepares and submit accidents/ incidents report to NSSA
* Maintains accurate records for spares and materials in the workshop stores
* Any other related duties as assigned by the superior.

Applications accompanied with detailed **Curriculum Vitae** and **certifies copies of qualifications** should be emailed to: **recruitment@gmbdura.co.zw**

Not later than 31 May 2023

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