

# Manyame Rural District Council

Stand No. 34  
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All correspondence to be addressed to the CEO

## VACANCIES NOTICE

Applications are invited from suitable qualified and experienced persons to fill the following positions;

### 1. Building Inspector (Grade 8) x 1

#### Key Responsibilities:

- Conduct inspections of buildings to ensure compliance with building codes and regulations.
- Review building plans and specifications for accuracy and compliance.
- Provide guidance and advice to builders, contractors, and property owners regarding building standards.
- Prepare inspection reports and maintain accurate records of inspections conducted.
- Collaborate with other departments to resolve construction-related issues.

#### Qualifications:

- Minimum of 5 O'Levels including English
- Diploma or class one brick and block laying or degree in Building and Construction, Civil Engineering,
- Previous experience in building inspection or construction management of not less than 2 years is an advantage.
- Strong understanding of building codes, regulations, and safety standards.
- Excellent communication and interpersonal skills.
- Clean drivers licence

### 2. Audit Clerk (Grade 6) x 1

#### Key Responsibilities:

- Assist in the preparation and execution of audit plans.
- Review financial records and documents for accuracy and compliance.
- Support the audit process by collecting and analysing audit evidence as well as reporting and following up on implementation of audit recommendations and operations.
- Collaborate with team members to identify areas for improvement in financial processes.
- Carrying out special investigations/reviews
- Maintain confidentiality of sensitive information.

MANYAME RURAL DISTRICT COUNCIL  
EXECUTIVE OFFICER  
ADMIN. AND SOCIAL SERVICES

12 MAR 2025

P.O. BOX 99, BEATRICE  
TEL: 0242150-239/218

**Qualifications:**

- Minimum of 5 O'Levels including English Language and Mathematics.
- Diploma in Accounting, Finance, or a related field.
- Degree in Accounting is an added advantage
- Previous experience in an auditing role is an advantage.
- Strong attention to detail and analytical skills.
- Proficient in Microsoft Office Suite and Pastel system.
- Excellent communication and interpersonal.
- Clean class four drivers licence

**3. Cashier (Grade 5) x 2**

**Key Responsibilities:**

- Process cash and electronic transactions accurately.
- Maintain a balanced cash drawer and perform daily reconciliations.
- Assist customers with inquiries and provide information regarding services.
- Prepare and submit financial reports as required.
- Receipt Market fees and other fines.

**Qualifications:**

- Minimum of 5 O'Levels including Mathematics and English
- Minimum of Diploma in Accounting.
- 2 years working experience as a cashier or in a similar role.
- Strong numerical and analytical skills.
- Proficiency in micro soft, Excel and Pastel.

**4. GIS Graduate Trainee (Grade 5) x 1**

**Key Responsibilities:**

- Assist in the collection, analysis, and interpretation of geographic information.
- Support the development and maintenance of GIS databases and mapping systems.
- Participate in spatial data analysis and visualization projects.
- Collaborate with team members on various GIS-related tasks and projects.
- Prepare reports and presentations based on GIS data findings.

**Qualifications:**

- 5 O'Levels passes including English and Mathematics
- Recent graduate in Geography, Environmental Science, Urban Planning, or a related field with a focus on GIS.
- Familiarity with GIS software (e.g., ArcGIS, QGIS) is preferred.
- Strong analytical skills and attention to detail.
- At least 1 year working experience.
- Clean Class 4 drivers licence.

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- Not more than 30 years.

## 5. ICT Graduate Trainee (Grade 5) x 1

### Qualifications

- A minimum of a Higher National Diploma in Information Technology or a bbias towards any ICT qualification from a recognized institution.
- At least two years relevant work experience in an IT environment.
- A Clean record of service.
- Clean Class 4 driver's licence.

### Duties

- Assisting in information technology activities which include software and hardware maintenance and upgrade; day to day networking troubleshooting.
- Assisting staff with day to day problems encountered.
- Website design and updating and social media knowledge.
- Any other duties as assigned.
- Not more than 30 years.

**Important: Please mark the envelope with the specific position you are applying for (e.g., "Cashier")**

Interested candidates should submit their detailed CV, certified copies of, identity and hand written application letter to: **The Chief Executive Officer, Manyame Rural District Council, P.O.Box 99, Beatrice**

**Closing Date: 31 MARCH 2025**

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