

**JOB VACANCIES NOTICE NUMBER 1 OF 2021**

Applications are invited from suitably qualified and experienced Zimbabwean citizens with clean disciplinary and criminal records, to fill the following senior vacant positions in Parliament.

1. **MANDATE OF APPOINTING OFFICERS OF PARLIAMENT**

Section 154 of the Constitution stipulates that the Clerk of Parliament and other Staff of Parliament are appointed on terms of conditions of service approved from time to time by the Committee on Standing Rules and Orders (CSRO) and are Public Officers, distinct and separate from the Public Service. These appointments are on an open, performance-based contract subject to the provisions of the Officers of Parliament (Terms of Service) Regulations, 2018, as amended from time to time.

**POST 1**

**Job Title : Principal Director Human Resources & Administration**

**Grade ; 2**

**Location : Human Resources & Administration Directorate**

**Reports To : Clerk of Parliament**

**JOB PURPOSE**

To oversee the development and implementation of human resources strategies in line with Parliament’s institutional strategy and policies. To manage and advise on the whole human resources value chain of the Parliament of Zimbabwe.

**MAIN DUTIES AND RESPONSIBILITIES**

* 1. Provide value-adding human resources and administrative support to Parliament.

1.2 Facilitate the Parliament’s strategic planning, implementation, monitoring and evaluation processes;

1.3 Develop and manage the budget of the Directorate in compliance with approved priorities and the relevant rules and regulations;

1.4 Develop and support key human resources interventions and processes such as performance management and evaluation, staffing, training and development;

1.5 Develop a human resources strategy anchored to support the institutional strategy and the mandate of Parliament.

1.6 Engages cognate Agencies/Ministries for the execution of and implementation of resolutions of the Committee on Standing Rules and Orders on human capital acquisition, onboarding, retention, and development;

1.7 Monitoring adherence to internal policies and legal standards relating to human capital;

1.8 Provide secretariat services to the CSRO SUB-Committee on Members and staff of

Parliament’s conditions of service and welfare; and

1.9 Design human resources strategies that are evidenced-based in support of the mandate of Parliament.

1.10 Manage strategic human resources risk throughout the whole human resources value

chain.

**Required qualifications and competencies**

**A First Degree in Human Resources Management / Psychology or equivalent**

* A Postgraduate Degree in Human Resources, Social Sciences / Business Administration/ Public Administration will be a distinct advantage;
* A relevant Post-Graduate Professional qualification will be a distinct advantage;
* 10 years minimum experience at senior managerial level.
* Ability to think and act strategically;
* Must be an experienced professional with deep knowledge of all matters concerning H.R. departments;
* Excellent knowledge of employment legislation and regulations;
* Thorough knowledge of human resource management principles and [best practices](https://resources.workable.com/blog/hr-best-practices-su-joun);
* Excellent organisational and leadership skills;
* Outstanding communication and interpersonal skills
* Ability to maintain confidentiality and adhere to high ethical standards at all times;
* Capability to develop and maintain effective working relationships with Members and Officers of Parliament as well as with the general public.
* The candidate should be organised and dependable, show self-discipline, act dutifully and, aim for achievement of set objectives**.**

**POST 2**

**Job Title : Principal Director Information Services**

**Grade : 2**

**Location : Information Services Directorate**

**Reports To : Clerk of Parliament**

**JOB PURPOSE**

To oversee the planning, development and implementation of strategies, policies and processes for the provision of research and information services to Presiding Officers, Members and Staff of Parliament in line with the strategic intent of the institution.

**Job Description**

2.1 Overseeing the development of strategies for the continual assessment of

the information needs of Parliament of Zimbabwe;

2.2 Ensuring a robust information and communications infrastructure for the efficient provision of parliamentary information;

2.3 Develop and manage the budget of the Directorate in accordance with approved priorities and the relevant rules and regulations;

2.4 Oversee the development, deployment and maintenance of robust information technologies appropriate for the needs of the Parliament of Zimbabwe;

2.6 Developing and providing research and information needs for Members;

2.7 Ensuring the development of human resource development programmes of Officers within the Directorate;

2.8 Developing links with other Parliaments research and academic institutions for the provision of research and information services to Parliament

2.9 Keeping members abreast of current developments in the legislative field;

2.10 Lead in the digitalisation of the operations of Parliament.

**Required qualifications and competencies**

**An Honours Degree in Social Science, Information Communication Technology, Library and Information Services or any other relevant discipline;**

* A relevant Post-Graduate Degree in Business Administration / Social Sciences / Information Technology; Library and Information Sciences:
* In-depth knowledge and understanding of the role and functions of Parliament will be an advantage;
* 10 years’ experience in Research / ICTs management/ Library Services, 5 years of which must be at senior level
* Sound knowledge and understanding of research methodologies, ICTs, library and information services
* Ability to advise Presiding Officers, Members, Staff of Parliament and relevant Stakeholders on information services;
* Demonstrable intimate knowledge and application of Quality Management Systems;
* Demonstrable ability to produce high-quality research papers, briefs and reports;
* Demonstrable good oral and writing skill;
* Ability to express ideas tactfully, clearly and concisely;
* Ability to maintain confidentiality and adhere to high ethical standards at all times; and
* Capability to develop and maintain effective working relationships with Members, Officers of Parliament as well as with the general public

In return, Parliament of Zimbabwe offers a comparatively competitive public sector remuneration package which will be disclosed to shortlisted candidates.

Candidates with a good knowledge and practical application of Quality Management Systems (QMS) in particular ISO 9001:2015, will have a distinct advantage. Applications, together with **fully detailed curriculum vitae**, copies of certified educational and professional certificates, **a motivation letter of not more than 200 words (for posts 1 to 4)** and three contactable referees, clearly showing which job is being applied for, should be hand-delivered and / or sent to:

**The Clerk of Parliament**

**Parliament Building**

**Corner Third Street & Nelson Mandela Avenue**

**P.O. Box CY 298**

**Causeway**

**HARARE**

**The applications should be in sealed envelopes which must be clearly marked at the top for the post being applied for. Alternatively, submissions can be e-mailed to:** [**clerk@parlzim.gov.zw**](mailto:clerk@parlzim.gov.zw) **or chokudak@parlzim.gov.zw. Canvassing and CV fraud will lead to automatic disqualification.**

**The closing date for receiving applications is Friday 15th October, 2021**