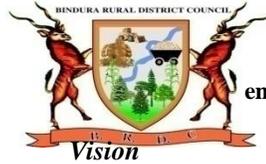


BINDURA RURAL DISTRICT COUNCIL

All communications
To be addressed to
The Chief Executive Officer
P/A Manhenga
BINDURA

Cell: 0772 917 695



email: ceo.binduradc@gmail.com

A Council with socially and economically empowered communities by 2030.

ADMINISTRATION, HUMAN RESOURCES AND COMMUNITY SERVICES CLERK

Reports to the Deputy Administration and Human Resources Officer

QUALIFICATIONS

- -5 O` Levels including Mathematics and English
- -Diploma in Human Resources Management will be an added advantage
- -A degree in Human Resources Management or Social Sciences
- -Computer Literate and holder of a driver's license
- -Age 22 to 50 years
- -At least 1 year experience

DUTIES

- -Distribution of agendas, minutes and notices.
- -Keep and maintain all administration inventories.
- -Maintain commitment register.
- -Assist in the implementation of council policies.
- -Maintain Council assets.
- -Maintain staff files.

NB All the candidates should be citizens of Zimbabwe and must have a clean record of service.

Applications should be clearly marked the correct position one is applying for accompanied by detailed curriculum vitae and certified copies of birth, ID, academic and professional qualifications and details of at least three contactable referees.

APPLICANTS TO SUMMIT APPLICATIONS TO: THE CHIEF EXECUTIVE OFFICER, BINDURA RURAL DISTRICT COUNCIL, **P/A Manhenga. Bindura**

CLOSING DATE FOR APPLICATIONS: 01 September 2022