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NURSES COUNCIL OF ZIMBABWE

## VACANCIES NOTICE

Applications are invited from individuals with suitable qualifications and experience for the following posts:

### 1. Public Relations and Communications Officer

#### Qualifications and experience

- Degree in Public Relations/Marketing.
- Be computer literate with excellent interpersonal and communication skills.
- A minimum of two years proven experience in public relations.
- Initiative, creativity and ability to work with minimum supervision.

#### Main responsibilities

- Assist in coordinating all public relations activities of the Council.
- Handling of emails and enquiries from the stake holders ,public and the press.
- Developing a media relations strategy.
- Participate in the preparation of publicity and information material for the Council.

### 2. Education and Examinations Officer

#### Qualifications and experience

- A Senior Nurse/Midwife with a teaching qualification with nurse education experience (minimum 5 years' experience).
- Computer literate
- Good communication skills.
- Registered with the Nurses Council of Zimbabwe and in good standing.

#### Main responsibility

- Receiving, reviewing and processing student documents for indexing.
- Maintenance of an up to date and accurate students database.
- Effective communication with nurse training institutions.

### **3.Data Capture Clerk-Student indexing**

#### **Qualifications and Experience**

- Diploma in Management Information Systems.
- Good communication skills and computer literate.
- 3 years relevant experience.

#### **Main responsibilities**

- Scanning and uploading of indexing application forms and accompanying documents.
- Receipting of all indexing fees.
- Updating of all students records in the data base

### **4. Examinations Secretary**

#### **Qualifications and experience**

- Diploma in Secretarial Studies or Office Management
- 5 O levels including English language
- Computer literate
- A minimum of two years relevant experience

#### **Main responsibilities**

- Assist with entry of Candidates for examinations.
- Preparation and dispatching of examination materials to training schools.
- Communication with Invigilators and Examiners.

### **5. Treasury and Banking Clerk**

#### **Qualifications and experience**

- Diploma in any accounting course or equivalent. A degree in Accounting will be an added advantage.
- Be computer literate
- A minimum of two years relevant experience.
- Ability to work under pressure paying attention to detail.

#### **Main responsibilities**

- Assist in reconciling of Council bank accounts and inter account transactions.
- Efficient filling of all income receipts and bank deposit slips.
- Participating in the preparation of monthly unclaimed deposit reports.

### **6. Driver**

#### **Qualifications and experience**

- 5 'O' level subjects
- Class 1 Driver's Licence
- A valid Defensive Driving Certificate
- A minimum of 5 years driving experience.

#### **Responsibilities**

- Transporting of staff to and from work.

- Transporting of Council Members/Committee Members and other clients from time to time.
- Delivering urgent local mail.
- Maintenance of the Council's vehicle fleet

## **7. General Hand (Cleaner)**

### **Qualifications and experience**

- Honest and hard working
- A minimum of 2 years working experience

### **Main responsibility**

- Cleaning of Offices

Applicants wishing to be considered for the above posts should submit their applications with a detailed Curriculum Vitae, certified copies of certificates and names of three contactable referees by not later than Friday the 11<sup>th</sup> of March 2022. All applications should be addressed to the Registrar email [recruitment@nursescouncil.co.zw](mailto:recruitment@nursescouncil.co.zw) Only shortlisted applicants will be contacted.