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| CREATIVE DEVELOPMENT FORGE  PVT LTD |

**VACANCY POSTS**

**The Creative Development Forge Pvt Ltd, a company wholly owned by Great Zimbabwe University, invites suitably qualified and experienced persons to fill the following posts that have risen within the organisation.**

**HUMAN RESOURCES OFFICER x 1**

**Job description**

The Human Resources Officer will be responsible for providing support in the implementation of HR activities as guided by HR Strategy, SOPs and best practice. The main purpose of the job is to focus on but not limited to Recruitment & Selection, HR Administration, Compensation Administration, Training, and Employee Relations.

**Duties and Responsibilities**

* Coordinating the recruitment and selection process, which included posting job ads, screening resumes, scheduling and conducting interviews, conducting reference checks, and drafting all appointment documentation.
* Conducting induction on HR policies & procedures for new staff.
* Contracts administration as guided by HR Policy and ensures all staff have up to date contracts on file. This includes preparation, communication and notification of staff contracts that are due to expire.
* Administering staff movements such as transfers in liaison with the CEO and heads of departments.
* Ensuring all positions have job descriptions in place.
* Advising staff and management of any changes in labour laws as well as any labour relations matters including application of the code of conduct.
* Ensuring maintenance of discipline, using the necessary policies and initiating disciplinary process for all misconducts.
* Carrying out initial on-boarding of employees including assisting them to draft their performance commitment.
* Facilitating the termination process and processing of terminal benefits.
* Payroll processing and checking payroll reconciliations on a monthly basis.
* Maintaining employee records/files for future reference.
* Coordinating staff training and engagement meetings.
* Assisting the operations team with the compilation and discussions of performance evaluations.
* Representing the company at NEC & Labour on labour litigations as they arise.

**Qualifications and Experience**

The ideal candidate must possess the following:

* Degree in Human Resources Management/Psychology/Social Sciences is Mandatory.
* Masters in Human Resources Management//Psychology/Social Sciences an added advantage.
* At least 2 years' experience in a similar or related environment.
* Ability to work under pressure.
* Good interpersonal communication skills and must have good planning and problem-solving skills.
* Possess qualities of high integrity.
* Proficient in MS Office packages.
* Good interpersonal communication skills and must have good planning and problem-solving skills.

**ACCOUNTS CLERK x 1**

**Job description**

The Accounting Clerk will be responsible for processing financial transactions, maintaining accurate records, and assisting the team in ensuring smooth and efficient financial operations.

**Duties and Responsibilities**

* Responsible for posting entries in the ledger and reconciliation of account balances.
* The Accounts Clerk shall be responsible for keeping financial records updated.
* Recording cost information for use in controlling expenditure.
* Collecting and sorting invoices.
* Preparation of payments to suppliers, filing and keeping a thorough record of all business transactions.
* Performing clerical work and interoffice support including receiving and processing mail
* Filing of bank statements.
* Production of monthly reports.
* Multi task and work under time constraints.
* Check figures, postings and documents to ensure that they are correct, mathematically accurate and properly coded.
* Ensure the completeness and accuracy of data on accounts.
* Preparation of daily sales analysis report.

**Qualifications and Experience**

* Degree in Accounting/Finance.
* 2 years’ experience in related field.
* Experience in statutory returns (VAT, QPDs and Withholding tax & PAYE).
* Familiar with Pinnacle, Pastel Accounting Package, Excel and Word, and Palladium.
* Excellent time management and organizational skills.
* Ability to work under pressure.

**PROCUREMENT OFFICER x 1**

**Job description**

The Procurement Officer will be responsible for managing and supervising all purchasing operations, evaluating goods, services, and suppliers, negotiating contracts, and making sure the company complies with legal requirements, established procurement policies, and processes. In order to guarantee that authorised purchases are executed promptly, are of adequate quality, and are economical, the selected candidate will collaborate closely with every department within the company.

**Duties and responsibilities**

* Ensuring that all procurement work is done in accordance with the company’s policies.
* Developing viable and cost-effective procurement strategies.
* Developing and maintaining business relationships.
* Working with key procurement software and systems.
* To evaluate and select chosen suppliers using set criteria.
* Negotiating various contracts with vendors on quality, price and delivery.
* Keeping track of all goods and services ordered and received with a comprehensive inventory.
* Creating purchase orders.
* Calculating all order costs and evaluating invoices for accuracy.
* Preparing and updating reports, records and pricing lists.
* Working with other teams for cross-departmental work.

**Qualifications and Experience**

* A Bachelor’s degree in Procurement/ Supply Chain Management or Purchasing and Supply.
* At least 2 years of experience in procurement, supply chain management, or a related role.
* Strong negotiating skills.
* Independent, mature self-starter with ability to pay attention to detail.
* Ability to work with minimum to low supervision.

Female candidates and persons with disabilities are encouraged to apply. Police clearance is mandatory for successful candidates.

**APPLICATIONS**

To apply, send your applications to [busdvt@gzu.ac.zw](mailto:busdvt@gzu.ac.zw) attach the resume and certificates as a combined PDF file. The closing date for receipt of applications is Monday, 5 May 2025. Only shortlisted applicants will be contacted.