



*Investing in people for social and economic justice*

## **VACANCIES ANNOUNCEMENT**

The Zimbabwe Coalition on Debt and Development (ZIMCODD) is seeking to recruit qualified and experienced professionals to assume the following roles: (1) Grant Accountant, (2) Programme Quality Learning and Accountability Advisor, (3) Information & Communications Advisor and (4) Finance Assistant. ZIMCODD is a socio-economic justice coalition established in February 2000 to facilitate citizens' participation in making public policies pro-poor and sustainable. These are full-time positions stationed in Harare, Zimbabwe. All candidates must be legally authorized to live and work in Zimbabwe.

### **I. GRANT ACCOUNTANT**

#### **Functions:**

- To work on the overall and specific budgets of the project.
- Preparation of management accounts and financial reports for donors.
- Report to the Chief of party and Executive Director on a monthly and quarterly basis on global cashbook, status of the budget and financial situation.
- Administer project budget to ensure compliance with the approved agreements.
- Ensure timely and efficient disbursement and reconciliation of sub-recipient's grants.
- Prepare project audit files for the donor and attend to audit queries.
- Monitor bank balances to ensure sufficient funds are always available.
- Assist in procurement of office and programme requirements using set procurement policy.
- Prepare monthly general ledger control account reconciliation per operational procedure.
- Ensure filing of regular financial reports and budget records.
- Work on close out processes and procedures.
- Properly verifying all payments ensuring proper transactions, vouching and processing of all payments and their approval prior to payment.
- Cash flow preparations, analysis, budget preparation & re-alignment. Monitoring reviews as well as ensuring all funds are spent according to obligated amounts.

#### **Qualifications, Skills and Experience**

- Advanced degree in Accounting, Finance or relevant Qualification a pre-requisite.
- Part professional qualification in accountancy e.g. ACCA & CPA.
- Minimum of 5 years' experience in relevant position.
- Accounting and Financial Management specialist with ability to manage multiple grants.
- Experience with managing USAID grants and sub-granting.
- Knowledge of Pastel Accounting and experience with Belina Payroll.
- Experience on procurement and human resources is an asset on this job.
- Sound Knowledge of financial management, control rules and practises.
- Proficiency in Microsoft office.

## 2. PROGRAMME QUALITY LEARNING AND ACCOUNTABILITY ADVISOR (PQLA)

### Functions:

The PQLA contributes to continuous improvement and adaptive management and deepens ZIMCODD's approach to monitoring, evaluation and learning practices.

- Developing a robust performance indicator tracking system, data collection instruments and protocols, supervises data management and quality assurance, and analyses and synthesizes data.
- The incumbent will develop and maintain a comprehensive, USAID-compliant project-wide MEL plan and supports ZIMCODD's learning agenda.
- Provides technical support to programmes staff on Results Based Programming.
- The advisor will support the development and roll out of project targets and standards to ensure the delivery of quality outputs.
- Facilitate knowledge and skill training among staff members to enhance MEL processes.
- Take lead in analysing and writing of monthly, quarterly, semi-annual and annual reports and their submission in stipulated deadlines.
- Support implementation of ZIMCODD program evaluations and research activities.
- Conduct Data Quality Assessment to provide in-depth quality assessments on the data reported by programmes staff.

### Qualifications, Skills and Experience

- Master's degree in Statistics, Monitoring & Evaluation, Quantitative Economics, Population studies or other equivalent relevant disciplines.
- A base degree in Monitoring and Evaluation, Statistics or Equivalent is imperative.
- Demonstrable knowledge and experience of working on USAID D&G projects, accountability systems, project design and knowledge management.
- Understanding of economic justice, democracy and governance work terrain in Zimbabwe.
- Experience using quantitative and qualitative data analysis methods, mixed methods and M&E practices to answer program learning and evaluation questions and to inform adaptive management.
- A minimum of 8 years of experience of implementing monitoring and evaluation activities under complex D&G programs in developing countries.
- Ability to work with partners, set-up or strengthen MEL capacity through team leads and produce information for Senior Management decision making.
- Ability to apply and make use of development work software including Nvivo, SPSS, Power Bi, Excel and others.

## 3. INFORMATION & COMMUNICATIONS ADVISOR

### Functions:

- Provide support for ZIMCODD campaign activities and messaging, packaging presentations and participating in advocacy events and drafting press statements.
- The incumbent will be hands on in organizing external communication including copy editing of reports, statements and periodic publications.
- Implementation of the organization's Information & Communication Policy ensuring compliance and regular review of the same in line with best practices.
- Assist with development of sound communication and content for sharing and posting on ZIMCODD ICT platforms.
- Research and write on relevant thematic areas contributing to ZIMCODD publications.
- Promote Communications and marketing materials through social media.
- Develop working relationships with journalists in different types of media outlets.
- Facilitate the circulation and launch of ZIMCODD publications.

- Provide logistical support in organising key media events i.e. workshops, press conferences, media briefings, training seminars and public meetings.
- Assist with packaging ZIMCODD results and outcomes for sharing with the public under supervision of the Programmes Manager.

### **Qualifications, Skills, and Experience**

- A bachelor's degree in English and Communication, Journalism, Media, Public Relations or equivalent.
- Master's degree in development communication, Media, Public Relations or equivalent.
- Minimum of 5 years demonstrable professional writing and editorial experience.
- Proven editorial experience in a work environment that produces high volume of publications.
- Outstanding written and oral communication skills. *(Include evidence of writings in application)*
- Knowledge in social media communication strategies, digital advocacy and multi-media information management is critical.
- Experience in working in highly demanding work environments and ability to multitask is a necessity.
- Creative, innovative and detail- oriented.

## **4. FINANCE ASSISTANT**

### **Functions**

- Captures data for all project specific source documents and receipts.
- Collects and files all monthly bank statements and updates cashbooks accordingly.
- Processes reimbursements and allowances for workshop participants.
- Follow ups and checks on project specific acquittals.
- Raises invoices and follows up on amount due.
- Disbursement of cash advances and reconciliation to ensure recovery.
- Collection and filing of regular financial reports and budget records.
- Filing of various Financial Documents in systematic filing system that allows for easy access for information.

### **Qualifications, Skills and Experience**

- A Degree in Accounting, Financial Management or equivalent.
- Full command of an appropriate accounting package.
- A person of high integrity with no criminal record, reliability, highly motivated with a personal drive for high achievement.

### **To apply**

Interested candidates with the specified qualifications and experience should apply by email to [recruitmentzim2000@gmail.com](mailto:recruitmentzim2000@gmail.com) with a cover letter and detailed curriculum vitae demonstrating their suitability no later than **25 September 2023**. All applications must clearly indicate the position being applied for in the email subject line.

*ZIMCODD is an equal opportunity employer. Women, people with disabilities and other marginalized groups are encouraged to apply.*