



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 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.