



<http://www.zimche.ac.zw/job/personal-assistant/>

## Personal Assistant

### Introduction

The Zimbabwe Council for Higher Education, a quality control and regulatory authority was established by an Act of Parliament (Chapter 25:27), in 2006 to promote and coordinate education provided by higher and tertiary institutions, superintend over standards, act as a regulator in the determination and maintenance of examinations, academic qualifications and research. In that regard, applicants are invited for the post of **PERSONAL ASSISTANT**, which has fallen vacant.

Applicants are invited for the post of Personal Assistant to the **Chief Director, HR, Administration and Finance**. This position requires a seasoned and experienced office administrator with demonstrable experience in office management.

### 2. Job Purpose

This position exists to organise and manage the office of the Chief Director by performing secretarial and administrative duties.

### 3. Nature and Scope

This position requires effective communication skills to liaise with both internal and external clients. He/she must possess basic knowledge in the Quality Assurance processes to be able to advise clients accordingly. The incumbent must have strong planning, organising and time management skills to run the office effectively. He/she will ensure safe keeping of confidential documents and Incumbent's freedom to act is limited by the ZIMCHE Act, company policy and Quality Assurance reporting procedures. The incumbent will report directly to the Chief Director and has no subordinates. The position's internal contacts include the Chief Directors/Directors, Quality Assurance Officers, HR and Admin Officers, Personal Assistants, Receptionists and Office Cleaners. His/her external contacts include clients such as Registrars and Deans from various universities, Peer Reviewers, Qualification Assessment Applicants, Councils, Regional Authorities and Members of HEQAC.

## 4. PRINCIPAL ACCOUNTABILITIES/KEY RESPONSIBILITIES

### 4.1 Secretarial Duties

The incumbent will attend to telephonic communication in the Chief Director's and Director's Office concerning registration of Institutions and Accreditation of programs and institutions to ensure quality assurance in higher institutions. He/ she will organize smooth communication platform and record keeping between the Chief Directors/Directors, Officers, and stakeholders to ensure information flows in the desired manner.

### 4.2 Office and Diary Management

The incumbent will coordinate the front office for the Chief Directors. He/ she will manage the diary and prepare meetings and minute-writing efficiently. He/ she will do record keeping in the assigned office which involves the filing of hard and soft

### Hiring organization

Zimbabwe Council for Higher Education

### Employment Type

Full-time

### Date posted

October 13, 2021

### Valid through

17.10.2021

copies to ensure records are kept and retrieved within a short space of time and efficient management of records.

#### **4.3 Administrative Duties**

The incumbent will monitor and place requisitions for stationery for the Supervisor's office to run smoothly. He/ she will receipt electronic and hard copy reports from peer reviewers and submit them to relevant officers in the Directorate to ensure records are tracked easily. The PA will arrange for all the travel needs of peer reviewers for Institutional and programme accreditation visits to ensure the exercise is coordinated effectively and efficiently. He/ she will prepare all financial requirements for workshops, institutional and program accreditation visits and any trips planned in the Directorate. He/ she will facilitate the payment of peer reviewers and assessor's fees by management of request process and monitoring of the progress in payment to ensure payment is made timeously.

#### **5 Education and Qualifications.**

- Applicants must be studying towards or have a bachelor's degree from a recognised Institution.
- An HND / Diploma in Secretarial, or Office Management or Executive Secretarial.
- Applicants should have at least 3 years' experience in a Higher Education setting, and be able to communicate with Academics professionally.
- Applicants should be able to work with minimal supervision, have excellent oral and written communication skills. Proficiency in Microsoft Word, Excel, Publisher, and Teams is a requirement.
- Applicant must be self-motivated and committed to advance to higher qualifications necessary for career progression in the organisation.
- Have good leadership skills and be honest and reliable.

#### **Mode of Application**

Interested candidates should submit the following: application letter, a detailed CV and certified copies of degree certificates, names and addresses of at least three referees including their email addresses to:

The Director, Human Resources, ZIMCHE, P.O. Box H100 Hatfield or 21 J.M Nkomo Road, Hatfield, Harare not later than 15<sup>th</sup> of October 2021.

The application should be emailed to [humanresources@zimche.ac.zw](mailto:humanresources@zimche.ac.zw) in a **single PDF** file clearly indicating the position being applied for in the subject line.