

<https://www.zimche.ac.zw/job/director-administration/>

Director-Administration

Job Profile

The Zimbabwe Council for Higher Education (ZIMCHE), a quality control regulatory authority, was established by an Act of Parliament, [Chapter 25:27], in 2006, to promote and co-ordinate education provided by higher and tertiary education institutions, superintend over standards, act as a regulator in the determination and maintenance of examinations, academic qualifications and research.

The Director of Administration is in charge of all the administrative aspects of the organization. This position's responsibilities are greatly influenced by the Chief Director: Human Resources, Planning and Financing. The Director: Administration reports to the Chief Director: Human Resources Planning and Financing.

Key Attributes

1. A Director of Administration must have both strategic **leadership, human and time management skills** for managing not only people but resources as well. The Director will oversee assets, motor vehicles, facilities, premises, and furniture including office equipment.
2. A Director of Administration may also manage employee benefits, such as health insurance and paid leave. Facilities management duties include inventory controls, daily office operations and working with the facilities in the organization.
3. Good **planning and communication skills** are necessary for developing strategic business plans and working with employees to implement and maintain them.
4. **The Director of Administration will oversee all of the administrative issues of staff**, and makes sure that administrative policies are in place
5. He or she will ensure that the administrative functions of the ZIMCHE runs smoothly.
6. The Director of Administration is also expected to be involved in supervising coworkers' needs.
7. He or she will have the full responsibility of managing the Individual Performance Management System of all ZIMCHE employees under the direction of the Chief Director: Human Resources, Finance and Planning.

Asset Management

The incumbent of this position formulates internal controls to safeguard ZIMCHE resources and assets. The Director of Administration will monitor all asset movements and will ensure all new assets are recorded. He or she will develop an electronic system to manage ZIMCHE assets. The incumbent will oversee the maintenance of an electronic asset register. He or she will be responsible for asset disposal of the organization in line with the Procurement Regulatory Authority of Zimbabwe (PRAZ) rules, regulations and policies.

Compliance

The incumbent will comply with:

Hiring organization

Zimbabwe Council for Higher Education

Job Location

Harare

Date posted

August 25, 2019

Valid through

September 6, 2019

1. The approved Financial Procedures Manual;
2. PRAZ rules, regulations and policies for the procurement of goods and services;
3. Procurement Policy Manual; and
4. The Ministry of Finance requirements and budgetary needs.

Qualifications and experience:

1. The incumbent must be a holder of a Bachelor's degree in Public Administration, and a Master's degree in Public Administration or an MBA.
2. Must have at least 3-5 years administrative experience in a university or similar organization (government parastatal),

Competencies knowledge/Attributes

1. Ability to develop electronic systems and databases;
2. Advanced knowledge of MS Project, and MS Excel;
3. Intermediate knowledge of MS Visio;
4. Advanced analytical and writing skills; and
5. Ability to lead and manage a diverse team.

Mode of Application

Applicants must submit six (6) copies of the application including detailed CVs and certified copies of certificates to:

The Chief Executive Officer, (CEO) ZIMCHE, P.O. Box H100 Hatfield or 21 J.M. Nkomo Road, Hatfield, Harare not later than September 6 2019.