**CHIRUNDU LOCAL BOARD**

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**VACANCIES**

Applications are invited from suitably qualified and experienced candidates to fill in the following positions that have arisen within Chirundu Local Board:

1. **SECURITY SUPERVISOR**

***RE-ADVERTISING***

**Department: Security**

**Reports to: The Town Secretary**

**Grade: 5**

**DUTIES AND RESPONSIBILITIES**

* Supervising the security section.
* Ensuring enforcement of by-laws and regulations.
* Protection of Council assets, properties and resources from theft, harm, vandalism and general disturbance.
* Providing training and guidance to security personnel.
* Developing and Implementing Security policies and Standard Operating Procedures.
* Collaborating with other law enforcement agencies on security issues.
* Ensuring compliance with Security protocols and procedures.
* Ensuring orderliness in the Council area inclusive of regulating vending activities.
* Recommending controls to management in light of value against threat.
* Responding to emergencies and alarms.
* Preparing reports and submitting to the Town Secretary.
* Any other relevant duties as may be assigned from time to time by the Town Secretary.

**QUALIFICATIONS AND EXPERIENCE**

* Certificate in Security Management/Loss Control or equivalent.
* 2 years of relevant experience.
* Diploma in Security Management/ Loss Control is an added advantage.
* Knowledge of Local Authority business, systems and processes will be an added advantage.
* Be in a possession of a clean driver’s license.
* At least 30 years of age.

***PLEASE NOTE THAT THOSE THAT HAD PREVIOUSLY APPLIED FOR THE POST NEED NOT RE-APPLY***

1. **DIRECTOR OF FINANCE**

***RE-ADVERTISING***

**Department: Finance**

**Reports to: The Town Secretary**

**Grade: 14**

**DUTIES AND RESPONSIBILITIES**

* Head of the Finance Department.
* Advising Council on financial matters.
* Preparation, implementation and effective monitoring of the Council budget in terms of relevant statutes.
* Ensuring that proper financial records are maintained in accordance with International Public Sector Accounting Standards.
* Timely preparation of financial statements for Council.
* Spearheading Economic development of Council programme.
* Any other related duties assigned by the Town Secretary.

**QUALIFICATIONS AND EXPERIENCE**

* A degree from a recognised University in Finance, Accounting or full ACCA or CIA or CPA or CIMA.
* At least three (3) years post qualification experience in middle or senior management accounting position.
* A master’s degree in a relevant field is an added advantage.
* At least 30 years old.
* A citizen of Zimbabwe.
* A clean criminal record.
* A clean record of service within the Local Government sector, where applicable.
* Clean class 4 driver’s licence.
* In-depth knowledge of public finance and accounting laws and best practices.

 ***PLEASE NOTE THAT THOSE THAT HAD PREVIOUSLY APPLIED FOR THE POST NEED NOT RE-APPLY.***

1. **INTERNAL AUDITOR**

**Department: Audit**

**Reports to: The Town Secretary**

**Grade : 13**

**DUTIES AND RESPONSIBILITIES**

* Ensure establishment of sound system control within Council and compliance with standard practices, regulations and guidelines.
* Carry out audit assignments under the guidance of the Town Secretary.
* Implement and evaluate effectiveness of internal control systems.
* To do spot checks of all Council activities.
* To critically analyse the expenditure patterns with a view of ensuring that Council receive value for money on all expenses.
* To write audit reports and formulating audit conclusion and recommendations.
* To coordinate internal and external audit.
* Monitor the use of Council resources and assets.
* To perform any other relevant duties that may be assigned from time to time by the Town Secretary.

**QUALIFICATIONS AND EXPERIENCE**

* A degree in Auditing/Accounting/Finance/ holder of full CIA/ACCA/CPA/CIS/CIMA.
* Minimum of three (3) years’ experience in Accounting, Audit and Financial Management.
* High Computer literacy skills.
* No criminal record.
* At least 30 years of age.
* Knowledge of SAGE/Pastel Evolution is an added advantage.
* Relevant professional courses are an added advantage.
* A clean criminal record.
* A citizen of Zimbabwe.
* A clean class 4 driver’s licence is an added advantage.
1. **TOWN PLANNER**

**Department: Town Planning and Housing Department**

**Reports to: The Town Secretary**

**Grade: 12**

**DUTIES AND RESPONSIBILITIES**

* Day to day management of the Council’s Town Planning and Housing Department.
* Prepare, Implement and monitor the budget for the Department.
* Carrying out plan approvals.
* Development Control.
* Ensure that inspections of all Public and Private infrastructure under construction in the town are properly done in terms of the relevant laws.
* Prepare layouts plans in terms of Section 43 of the Regional, Town and Country Planning Act (Chapter 29:12).
* Facilitation of such processes like excision of land, subdivision of land, change of reservation applications, development permits and land surveys while working in liason with the relevant Government Departments and Agencies
* Check compliance of all building plans with Town Planning Regulations and Model Building By-Laws.
* Provide technical input in the formulation of Council policies such as By-Laws and other Standard Operating Procedures.
* Advise the Town Secretary and other Council committees on all planning and housing matters.

**QUALIFICATIONS AND EXPERIENCE**

* A Bachelor’s degree in Rural and Urban Planning from a reputable University.
* A master’s degree is an added advantage.
* Knowledge of either G.I.S, AutoCAD or 3D draughting software.
* A minimum of at-least 3 years’ experience in spatial planning and land management in a Local Authority, Government or parastatal environment.
* Membership of the Zimbabwe Institute of the Regional and Urban Planners is an added advantage.
* A citizen of Zimbabwe.
* A clean criminal record
* At least 30 years of age
* A clean class 4 driver’s licence is an added advantage

Interested and qualified applicants should submit their applications accompanied by detailed Curriculum Vitae, certified copies of academic and professional certificates and at least two (2) traceable references **(in a single pdf document**) not later than **28 June 2024 to:**

The Town Secretary

Chirundu Local Board

1. O Box 5

**CHIRUNDU**

**Hand deliveries:**Stand 44 Chirundu or email to **clbrecruitment2@gmail.com**

***CHIRUNDU LOCAL BOARD IS AN EQUAL OPPORTUNITY AND GENDER SENSITIVE EMPLOYER. QUALIFIED WOMEN ARE ENCOURAGED TO APPLY.***