

CITY OF KWEKWE



STAFF VACANCIES

Applications are invited from suitably qualified and experienced persons to fill the following positions that have arisen within City of Kwekwe.

1. HUMAN RESOURCES MANAGER

This is a senior and critical position in Council and the successful applicant will be responsible for the effective and efficient management of the Council's Human Resources section. The position is highly challenging and demanding.

Key Result Areas

- Providing high quality support services to Council's departments in the activities of human resources planning, recruitment and selection, employee training and development, compensation administration, benefits and services, health and safety and human resources information systems.
- Formulating and reviewing HR policies, procedures and practices.
- Monitoring the performance of departments to ensure that they conform to established HR policies, procedures and practices.
- Contributing to the Council's overall human resources management strategy.
- Co - ordinating the submission of reports to relevant departments or agencies.

Qualifications and Experience

The ideal candidate will report directly to the Chamber Secretary and must have:

- A degree from a recognized university in Human Resources /Labour Relations or Social Science degree with bias towards Human Resources.
- A Diploma in Personnel Management (IPMZ)
- A post graduate qualification an added advantage.
- At least 5 years Human Resources Management experience in a middle management position in a local Government setup is an added advantage.
- Sound knowledge of the Labour Act (Chapter 28:01) and other related legislations.
- Corporate or full member of Institute of People Management of Zimbabwe (IPMZ) an added advantage.
- Detailed knowledge of local government set up system an added advantage.
- Computer literate.
- Clean Class 4 driver's license.

2. MEDICAL AID ADMINISTRATOR

The Medical Aid Administrator reports to the Director of Finance.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- 5 O' Level subjects including English and Mathematics or Accounts.
- A degree in Accountancy or Finance
- Computer literate.
- At least 3 years' experience in a related position.
- Claim Assessors qualification an added advantage.

DUTIES AND RESPONSIBILITIES

- Preparation and maintenance of books of Accounts of the society.
- Processing Medical Aid claims from third parties
- Capturing of client information and preparing necessary application forms.
- Quality check all Health Care application forms and documents.
- Assist on all administrative duties pertaining to the application form and client information.
- Making reports to management committee.
- Manage and resolve queries of all health care products (such as chronic claims, option changes, contributions and membership etc.)
- Checking the validity of all medical claim forms from health providers on a monthly basis and before payment.
- General administration of the Medical Aid.
- Staff management.

3. 2026 GRADUATE TRAINEE - PLANNING X2 - GRADE C2

Applications are invited from suitably qualified and experienced persons to fill the positions of Graduate Trainees which have arisen in the City of Kwekwe.

Qualifications

- At least 5 Ordinary Level passes in Maths, English and Science.
- BSc (Hons) in Regional and Urban Planning /BSc (Hons) in Rural and Urban Development (2.1 or better).
- Must be 25 years and below.
- Information Technology literate.
- Membership of a professional board is an added advantage.

Applications together with a detailed curriculum vitae and certified copies of academic and professional qualifications should be forwarded to reach the undersigned not later than **Friday, 24 April, 2026.**

CITY OF KWEKWE
CIVIC CENTRE
P. O. BOX 115
KWEKWE

DR L. MKANDHLA
TOWN CLERK

"AN EQUAL OPPORTUNITY EMPLOYER."