



## PUBLIC SERVICE COMMISSION

# VACANCY ANNOUNCEMENT

The Public Service Commission is inviting applications to fill the following Chief Director vacant posts in the Ministries of Women Affairs, Community, Small and Medium Enterprises and Transport and Infrastructural Development. These are Senior Management leadership posts within the Public Service and the incumbents report to the respective Permanent Secretary.

**1 x Chief Director -Enterprise and Community Development** in the Ministry of Women Affairs, Community, Small and Medium Enterprises. The incumbent is responsible for overseeing the formulation of policies and coordination of enterprise and community development programmes at the highest level in the country. [http://www.psc.gov.zw/?page\\_id=13962](http://www.psc.gov.zw/?page_id=13962)

**1 x Chief Director, Transport Systems Development and Management** in the Ministry of Transport and Infrastructural Development. The Chief Director will provide leadership, management and coordination as well as spearhead policy development, dialogue, advocacy, programme development, resource mobilization and investment in respect of Transport Systems Development and Management within the country. [http://www.psc.gov.zw/?page\\_id=13962](http://www.psc.gov.zw/?page_id=13962)

**1 x Chief Director – Roads** in the Ministry of Transport and Infrastructural Development. The incumbent provides vision and consistent direction on the construction and rehabilitation of the national road infrastructure. [http://www.psc.gov.zw/?page\\_id=13962](http://www.psc.gov.zw/?page_id=13962)

**For further details on the duties, responsibilities and requirements for the jobs, please visit the links indicated for each job.**

Candidates with relevant long-term experience at senior levels in the private sector or in the non-state enterprises domain within and outside Zimbabwe are encouraged to apply.



## PUBLIC SERVICE COMMISSION

# VACANCY ANNOUNCEMENT No. 5 of 2022

The Public Service Commission is inviting applications to fill the vacant posts of **1 x Chief Director -Enterprise and Community Development** in the in the Ministry of Women Affairs, Community, Small and Medium Enterprises, **1 x Chief Director, Transport Systems Development and Management** and **1 x Chief Director – Roads** in the Ministry of Transport and Infrastructural Development.

**Post A** : **Chief Director -Enterprise and Community Development**

**Grade** : **F2**

**Reports to** : **Permanent Secretary**

**Ministry** : **Women Affairs, Community, Small and Medium Enterprise Development**

**Department** : **Enterprise and Community Development**

**Station** : **Head Office**

### PREAMBLE

The Micro, Small and Medium Enterprises (MSMEs) and Cooperative Sector in Zimbabwe has grown to become the bedrock of economic growth for the nation contributing more than 60% to Gross National Product (GDP) and more than 78% to total employment. The development of productive MSMEs and cooperatives, the majority of which are in the informal sector, is an imperative for community development and for the country to attain the vision of a middle-income economy by 2030.

There is therefore need for effective enterprise and community development initiatives to create strong, diverse communities that are able to attract and keep talent to start and grow businesses, and overcome challenges that affect communities for a happier, healthier and richer citizenry.

In view of the above, there is need for formulation of policies and coordination of enterprise and community development programmes at the highest level. The Chief Director - Enterprise and Community Development post, which is a very senior post is responsible for overseeing this important mandate. The post has huge responsibilities and superintends over the following functional areas:

- Small and Medium Enterprise and Cooperatives Development: through access to capital, markets, modern workspace and technology.
- Skills Development and management.
- Value chain development and management
- Community empowerment and development
- Community mobilization.

### **DUTIES AND RESPONSIBILITIES**

1. Superintend over the formulation, implementation/enforcement, monitoring and evaluation of policies, legislation, strategies and programmes.
2. Superintend over the incorporation of the Ministry's Enterprise and Community development policies and the attendant legislation in enterprise and community development by all relevant stakeholders.
3. Oversee the promotion of entrepreneurial skills development for communities and cooperatives.
4. Oversee the proper coordination and implementation of national policies, legislation and programmes that have a direct impact on the development of MSMEs and Cooperatives.
5. Provide for the compliance of enterprise and cooperatives development policies with the Cooperative Act (Chapter 24:05) and other attendant legislation.

6. Coordinate key players in Community Development programmes and projects to spur economic development.
7. Oversee the provision of technical skills, entrepreneurship knowledge and managerial competencies for SMEs and Cooperatives development.
8. Provide for the participation of the Directorate in bilateral, regional and international trade and investment fora on SMEs and Cooperatives Development.
9. Facilitate access to capital and finance by SMEs and Cooperatives.
10. Provide for the engagement of Development Partners for Technical and other forms of support.
11. Oversee resource mobilization, budgetary development and the design of other funding initiatives for the department's programmes.
12. Oversee the establishment and management of an integrated national database.

#### **QUALIFICATIONS AND ATTRIBUTES**

- A Master's degree in Development Economics, Business Management/Administration, Entrepreneurial Development studies or any equivalent qualification is a prerequisite.
- At least two (2) years relevant experience in the Enterprise or Community Development field at Director level or equivalent grade.
- A thorough understanding of national development policies, priorities and programmes.
- A team leader with high levels of supervisory skills, integrity, and capable of handling confidential information
- Strong interpersonal skills and ability to work effectively with a broad spectrum of stakeholders with limited supervision
- Ability to employ information communication technology (ICTs) in the Enterprise and Community development sector.

**Post B : Chief Director, Transport Systems Development and Management**

**Grade : F2**

**Reports To : Secretary**

**Department : Transport Systems Development and Management**

**Ministry : Transport and Infrastructural Development**

**Station : Head Office**

**PREAMBLE:**

Zimbabwe is pursuing a development agenda focused on becoming a middle-income economy by 2030. A key pillar to achieve national development relates to a sound road motor transportation and inland water transportation systems. To realise this, there is need for harnessing all related policies, programmes, projects, technology and innovation options that are relevant to transport systems development and management.

Pursuant to this, the Ministry of Transport and Infrastructural Development is digitalising the development and management processes of its transportation services in order to govern processes of vehicle/vessel registration, inspection, operator licensing, cross border and commercial transport operations and licensing of drivers.

The Chief Director, Transport Systems Development and Management will provide leadership, management and coordination of the department. The post is a senior strategic position reporting to the Secretary and is expected to provide transformational leadership in the following functional areas:

- Road Motor Transportation (RMT)
- Vehicle Inspectorate Department (VID),
- Central Vehicle Registry (CVR) and
- Inlands Waters Control

**DUTIES AND RESPONSIBILITIES**

1. Spearhead the formulation of policies, regulations and strategies on transport systems management.
2. Oversee the enforcement of the relevant Acts.
3. Superintend over the management of traffic safety programmes for the road and inland waterways environment.
4. Oversee the Licensing of drivers, launch masters, motor vehicles, boats and public transport operators.
5. Spearhead research on the customisation of best practices on road and inland waters, licensing and transportation systems.
6. Superintend over the development and maintenance of Bilateral and Multi-lateral transport management charters and agreements.
7. Facilitate liaison, cooperation and coordination with all relevant stakeholders.
8. Identify inherent risks associated with the country's transport system.

9. Ensure competent representation of the department on Regional and International fora.
10. Oversee the establishment and management of an effective integrated database.
11. Superintend over the mobilisation of resources and development of funding strategies/models on Transport Systems Development and Management.
12. Facilitate the deployment of mechanisms for gathering feedback on customers' complaints and suggestions.
13. Provide for effective management of human, financial and material resources.

### **QUALIFICATIONS, COMPETENCIES AND SKILLS**

- A Master's degree in Transport Management or equivalent is a prerequisite.
- A first degree in Transport and Logistics, Mechanical/Automotive Engineering, or equivalent.
- A minimum of 10 years' senior management experience in the transport management field.
- Registration with a relevant professional organization/association is an added advantage.
- A background in automotive engineering.
- Good working knowledge of legislation that governs transport systems development and management in the country.
- Sound knowledge of current National Economic Development Policies, Programmes and Priorities.
- Excellent negotiation and mediation skills
- Good oral and written communication with a broad spectrum of stakeholders.
- Strong leadership and team building skills.

Ability to employ Information Communication Technology (ICTs) in the planning, design and monitoring of transport systems.

**Post C : Chief Director – Roads**

**Grade : F2**

**Reports to : Permanent Secretary**

**Department : Roads**

**Ministry : Ministry of Transport And  
Infrastructural Development**

**Station : Head Office**

## **Preamble**

A functional road infrastructure is considered a key component of the investment climate that reduces the cost of doing business and enabling people to engage in socio-economic activities. It is a key enabler to unlocking economic growth potential, increase competitiveness and productivity. Investment in public infrastructure has positive downstream multiplier effects on the rest of the economy, such that a dollar of investment in road infrastructure has a potential to generate increase in short-term employment and economic activity.

Zimbabwe has embarked on a massive road rehabilitation programme under the emergency road rehabilitation programme. Some road construction and rehabilitation projects that had been abandoned for many years have been resuscitated. The Ministry of Transport and Infrastructural Development has a senior strategic Management position to provide vision and consistent direction on the construction and rehabilitation of the national road infrastructure. The Chief Director, Roads, post reports to the Permanent Secretary.

## **DUTIES AND RESPONSIBILITIES**

1. Spearhead the development, formulation, implementation and review of policies, procedures, regulations and strategies for the department.
2. Oversee the planning, designing, construction, maintenance and rehabilitation of road infrastructure.
3. Design and facilitate a framework of engagement of internal and external partners in roads infrastructure planning, development, management and maintenance.
4. Oversee compliance and adherence by other road authorities to national and international standards.
5. Coordinate and participate in regional and international engagements and negotiations on road infrastructure development.
6. Provide oversight over the operations of the country's road authority, Zimbabwe National Road Authority (ZINARA).
7. Represent the Ministry at National, Regional and International fora.
8. Oversee the establishment and management of an effective integrated database.
9. Superintend over the mobilisation of resources and development of funding strategies/models for country's road transport infrastructure
10. Account for the human, financial and material resources allocated to the department.

## **QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- At least a Master's degree in Civil/ Structural Engineering Degree or equivalent.

- Accreditation or certification to a professional body is an added advantage.
- At least 2 years' experience in the Director or equivalent grade or 10 years' experience in senior management in a relevant field.
- Ability to work under pressure and demonstrate good leadership qualities.
- A high degree of maturity, self-discipline, initiative and creativity.
- Thorough knowledge of Public Service Regulations and Procedures.
- Sound knowledge of current National Economic Development Policies, Programmes and Priorities.
- Ability to communicate with a broad spectrum of stakeholders
- Ability to employ Information Communication Technology (ICTs) in the planning, development, designing and maintenance of road infrastructure.

Candidates, [**especially women**], with relevant long-term experience at senior levels in the private sector or in the non-state enterprises domain within and outside Zimbabwe are encouraged to apply.

**Application letters**, including **detailed CVs** and **copies of certificates** should reach the Public Service Commission by not later than **19 April 2022** to [recruitment@psc.gov.zw](mailto:recruitment@psc.gov.zw)



Zimbabwe Public Service  
Commission



PUBLIC SERVICE COMMISSION  
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Public Service Commission -  
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