

VACANCY NOTICE

Applications are invited from highly competent, experienced and qualified persons to fill the position that has arisen within the organisation.

POSTMASTER GENERAL.

Reporting to the Chairperson of the Board.

Duties and Responsibilities;

- To provide strategic leadership for Zimpost and ensure that it meets its mandate as defined by the Government and the Regulator (POTRAZ).
- To create a digital Post Office for Zimbabwe in order to meet customer expectations, servicing the under developed areas and ensuring operational efficiency to the business.
- To create an E-Commerce hub for the country.
- To implement Financial Inclusion services within the Zimpost Network.
- To meet business sustainability targets as defined by the Board of Directors in line with the approved strategic plans.
- To ensure that Zimpost meets corporate social responsibility obligations, over and above the business revenue targets.
- To coordinate the crafting of strategies for profitability and attainment of key performance targets in areas of Human Resources, Finance, Universal Service, Marketing and Operations.
- To create a conducive environment for industrial harmony and individual growth.
- To ensure strict adherence to internal and external reporting requirements.
- To implement requisite structures, systems and procedures that drive agreed strategies.
- To develop business plans and budgets in line with the approved strategic direction.
- To develop, for Board's approval, policies that ensure that standards and guidelines are in place.
- To ensure compliance with relevant statutory

requirements.

- To regularly provide performance reports to the shareholder so that performance is in line with key deliverables as agreed by the Board.

Required skills and Attributes

- Transformational leadership skills
- Time Management skills
- Sharp analytical skills
- Good financial management skills
- Strategic planning and management skills
- Good tact, diplomacy and negotiating skills
- Good grasp of contemporary business issues
- Critical thinking, innovative skills and ability to challenge convention
- Ability to motivate staff

Required Qualifications and Experience

- A University Degree plus an MBA/MBL and a minimum of ten years working experience at senior level, preferably in a commercial environment.
- Professional qualifications in Marketing, Strategic Management or Business leadership will be an added advantage.
- Demonstrated competences in Postal management, people management, change management, financial management, strategic management and Marketing skills.

Interested candidates should send their applications accompanied by detailed curriculum vitae, certified copies of academic and professional certificates addressed to the Board Chairman not later than **17 February 2023**.

**The Board Chairman
Vacant Position
P.O. Box 3940
HARARE**

Female candidates are encouraged to apply

Zimpost - Delivering possibilities

Customer Services

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- 📺 Zimpost
- 📺 Youtube