

## **POST A: POSTMASTER GENERAL.**

Reporting to the Board of Directors.

### **Duties and Responsibilities;**

- To provide inspired leadership and strategic direction to the business to ensure that Zimpost (Pvt) Ltd fulfils its mandate.
- 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 ensure that Zimpost meets corporate social responsibility targets over and above the business revenue targets.
- 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 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 with the Board.

### **Required skills and Attributes**

- Strong and outstanding 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, and strategic management and Marketing skills.

## **POSITION B: DEPUTY POSTMASTER GENERAL**

Reporting to the Postmaster General

### **Duties and Responsibilities:**

- To oversee the implementation of the company's strategy and spearheading new business initiatives.
- To direct the day to day operations in line with the company's strategic plans and objectives and playing a pivotal role in the development, enablement and execution of the company's strategy and plans.
- To coordinate the strategic and project planning functions at Zimpost and carrying out economic, statistical and business analysis.
- To develop a strong brand for Zimpost in line with the company's Vision.
- To work in close liaison with the Post Master General, in providing leadership across all Zimpost Departments and ensuring that internal governance, planning, policies and systems enhance Agency capability and capacity.
- To manage the business ensuring strict adherence to internal and external reporting requirements.
- To ensure regular and systematic appraisal of direct subordinates so that performance is in line with key deliverables as defined by the Board.

### **Required Skills and Attributes**

- Good Communication skills
- Strategic planning and management skills to implement strategies to meet the organizational goals set by the Board of Directors.
- Good financial management skills
- Good tact, diplomacy and negotiating skills
- Good understanding of modern business issues
- Critical thinking, innovative skills
- Ability to manage and motivate staff

### **Required Qualifications and Experience**

- A University Degree plus an MBA/MBL and at least 10 years working experience preferably in a commercial environment, 5 of which must be at a Senior Management level.
- Professional courses in Strategic Management or Business leadership will be an added advantage.
- Demonstrated competences in Postal management, people management, change management, financial management, and 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 **9 November 2021**.

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

Female candidates are encouraged to apply.