



Childline Zimbabwe: **Vacancies**

Deadline for applications: Monday 6 January 2020.

Childline Zimbabwe is a local, non-profit making organisation specialising in child protection. The organisation is seeking the services of qualified and experienced professionals to take up the following opportunities that have arisen within the organisation;

1. Social Workers x 10

Harare, Bulawayo, Masvingo, Beitbridge, Kadoma

Key Responsibilities:

- Provide direct counselling & therapeutic support to survivors of abuse & GBV.
- Work closely with the relevant government departments in following -up on reports received of child abuse and gender based violence, including home visits within the community using a case management approach.
- Conduct specialized group counselling services, including therapeutic and support groups.
- Work jointly with other stakeholders in ensuring effective child protection, GBV and HIV / AIDS programming, making referrals and networking.
- Maintain accurate records of services provided; submit regular reports on activities and statistics using the case management model.
- Raise awareness in the community on issues of child protection and gender based violence giving presentations and facilitating workshops.
- Support the organisations fundraising activities in the local community

Qualifications & Experience required:

- A degree in Social Work from a reputable institution.
- Up to date registration with the Council of Social Workers.
- At least 2 years' experience of working with children, child protection and children's rights.
- At least 1 year experience in HIV/AIDS and / GBV programming is highly desirable.
- Written & spoken proficiency in English, Shona & / Ndebele
- Strong networking and advocacy skills.
- Good analytical and writing skills as well as strong organizational skills and the ability to work independently.
- Working knowledge of Microsoft Word, Excel and PowerPoint.
- Clean Class 4 Driver's licence with at least 2 years driving experience.
- Previous experience in the NGO sector is an added advantage.

2. Finance Officers x 2

Harare, Bulawayo

Responsible for the financial operations of the Region, in line with the organisation's Financial policies and procedures, meeting donor requirements, and ensuring the organisations financial accountability and transparency. Also responsible for the Region's administrative function including supervision of the Administrative Assistant.

Qualifications & Experience required:

- At least a Degree in Accounting or Finance
- Professional qualification eg. ACCA , CIS, CIMA will be an added advantage.
- Knowledge of pastel Belina, Excel Spreadsheets, and MS Office.
- Minimum of 3 years' experience.
- Ability to work under pressure.
- Experience in an NGO will be an added advantage.
- Must be of integrity and have traceable references



Childline Zimbabwe: **Vacancies**

Deadline for applications: Monday 6 January 2020.

- Excellent verbal & written skills, proficiency in English.
- Clean class 4 Driver's License

3. Call Centre & Training Support Officer x 2 **Harare & Bulawayo**

Responsible for ensuring quality service provision by the Call centre, developing and reviewing suitable systems to maximise the efficiency and effectiveness of the Helpline. Also responsible for training of Agents & Communities and conducting outreach programmes in accordance with developed project and strategic plans.

Qualifications & Experience

- A Degree in Social work/ Counselling/ Social sciences & community development.
- Minimum of 3 years' experience of individual counselling & working in the child protection sector.
- Minimum of 1 year experience in personnel management.
- A training qualification, or 2 years' experience in the field of training, public speaking or facilitating workshops and presentations.
- Demonstrable knowledge of child development, children rights & specifically child abuse.
- Excellent verbal & written skills, proficient in English, Shona &/or Ndebele.
- Computer literate
- Clean drivers licence Class 4

4. Monitoring, Evaluation, Accountability & Learning (MEAL) Officer x 2 **Harare & Bulawayo**

Responsible for the Region's project implementation tracking, data collection, verification, analysis, storage, & reporting, in accordance with the organisation's M&E framework and funding partner guidelines.

Qualifications & Experience

- A degree in Monitoring & Evaluation / Social Sciences.
- Minimum of 5 years' experience of research, and/or monitoring & evaluation.
- Good quantitative & qualitative analytical skills
- Demonstrable knowledge of child development, children rights & specifically child abuse.
- Excellent verbal & written skills, proficient in English, Shona and Ndebele
- Computer literate including MS Access & various statistical package(s)
Clean drivers licence Class 4 & Defensive Driving certificate

5. ICT Officer x 2 **Harare & Bulawayo**

Responsible for administering the organisation's ICT infrastructure including providing technical support for users.

Qualifications & Experience

- A degree/diploma in Information Technology or a related qualification from a recognised institution.
- A clear understanding of the telephony system and demonstrable knowledge of the telecommunications environment.
- Membership to IT professional body is an added advantage.



Childline Zimbabwe: **Vacancies**

Deadline for applications: Monday 6 January 2020.

- A qualification in PC maintenance and networking is essential.
- At least 2 years' hands on experience.
- No criminal record.

6. Driver x 1 Harare

Responsible for driving errands and other administrative support functions.

Qualifications & Experience

- At least 5 O' levels including English Language
- Clean Class Four Driver's licence.
- A valid Defensive Drivers certificate.
- At least 5 years driving experience
- Previous experience in the NGO sector is an advantage.
- A certificate in motor vehicle mechanics is an added advantage.

7. Social Work Graduate Intern x 14

Harare, Bulawayo, Beitbridge, Kwekwe, Kadoma, Rushinga

Qualifications & Experience

- A degree in Social Work from a reputable institution.
- At least 1 year experience in social work practise.
- Written & spoken proficiency in English, Shona & / Ndebele.
- Working knowledge of Microsoft Word, Excel and PowerPoint.

8. Finance Graduate Intern x 2

Harare

Qualifications & Experience required:

- At least a Degree in Accounting or Finance
- Professional qualification eg. ACCA , CIS, CIMA will be an added advantage.
- Minimum of 1 year practical learning experience.
- Ability to work under pressure.
- Good team working skills and should be able to interact at all levels.
- Experience in an NGO will be an added advantage.
- Must be of integrity and have traceable references
- Excellent verbal & written skills, proficiency in English.
- Clean class 4 Driver's License is an asset.

9. Monitoring, Evaluation, Accountability & Learning (MEAL) Graduate Intern

Harare

Qualifications & Experience required:

- 5 'O' levels including English Language and Mathematics.
- A Degree in Monitoring & Evaluation, Mathematics, Statistics or Social Science.
- At least 1 year experience in data capturing or high speed typing
- Excellent verbal & written skills, proficient in English and Shona.
- High Computer literacy including MS Excel, Access & some statistical package(s)



Childline Zimbabwe: **Vacancies**

Deadline for applications: Monday 6 January 2020.

Only shortlisted candidates will be contacted & Childline Zimbabwe reserves the right not to fill the position.

All applications should include a covering letter and detailed CV.

Applications to be sent to The HR on recruitment@childline.org.zw copying programmes@childline.org.zw clearly stating the position being applied for and preferred location in the subject line of your email.

or hand deliver at;

6 Roscommon Road, Eastlea, Harare

*Please note that this recruitment is for an anticipated project that is expected to start early 2020. Final offers are therefore subject to confirmation of the grant from the funding partner.

Due Date for Applications: 6 January 2020

