



Mbire Rural District Council

www.mbirerdc.co.zw mbirerdc@gmail.com 0773294571

P.O. Box 539 guruve

All Correspondence should be addressed to The Chief Executive Officer

VACANCY NOTICE – GRADUATE TRAINEES

Applications are invited from suitably qualified and experienced persons to fill the following positions.

DEPARTMENT	REQUIRED COURSE	number of trainees	Duties
Finance	Degree in Accounting, Finance and related field, Professional qualification is an added advantage, Experience in financial management preferably in education or public sector, Knowledge of government accounting systems	5	-financial planning and budgeting, financial record keeping , reporting i.e present financial reports to Council and school board, ensure adherence to Public Finance Management Act and Council policies, Procurement and asset management, Capacity building and support
Procurement	HND/Degree in Supply Chain Management, Procurement Management/ Logistics and Supply Chain Management/ Knowledge of e-GP and Sage Pastel system a distinct advantage	1	Source potential suppliers through the e-GP, Monitoring of supplier performance, evaluation of tender, raising purchase orders, filing of contractual documents, Conducting market research Receipt of goods and inspecting deliveries, preparation of monthly reports.
Social Services	Social Work/ Local Governance Studies/ Development Studies/ Environmental Health/ Public Health	1	-assist in all social services activities, participate in community training and awareness, assist in the coordination of solid waste management, participate in schools and clinics monitoring visits, record keeping and filing

Interested candidates to submit their applications letters, detailed Curriculum Vitae, Certified copies of academic and professional qualifications should be submitted to reach the undersigned not later than 9 April 2026.

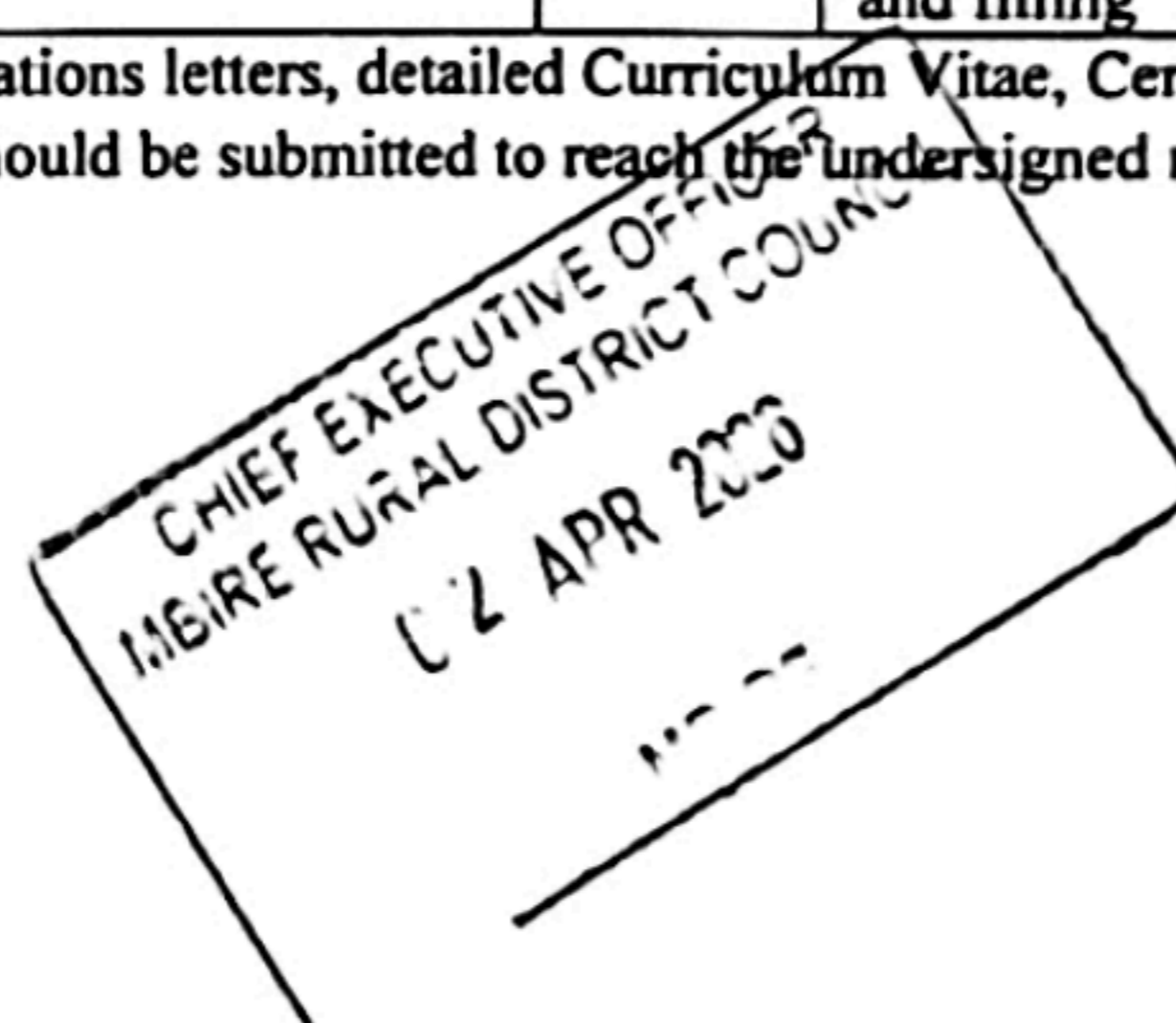
Chief Executive Officer

Mbire RDC

Box 539

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Mbire RDC is an equal opportunity employer, female candidates are encouraged to apply.