**RE-ADVERTISEMENT**

 **Applications are invited from suitably qualified personnel to fill the following vacant post that has risen in in Chirumanzu Rural District Council. Please note that those who responded to the previous advert are encouraged to submit their applications.**

 **ASSISTANT EXECUTIVE OFFICER ADMINISTRATION & HUMAN RESOURCES;**

 **GRADE 9**

REPORTING TO EXECUTIVE OFFICER ADMINISTRATION & HUMAN RESOURCES

**PERSON SPECIFICATIONS & QUALIFICATIONS**

* Holder of a degree from a recognized institution in Human Resources Management or any Social Science.
* Must be a holder of a certificate in Payroll management.
* At least two years’ experience. *Local government experience will be an added advantage.*
* Computer Literate.
* Holder of a clean Class 4 Drivers License.
* Applicant must not be more than 40 years old.

Applications accompanied with certified copies of educational qualifications, professional qualifications and curriculum vitae should reach the undersigned on or before **28 February 2025**. Applications should be submitted to:

**The Chief Executive Officer**

**Chirumanzu Rural District Council**

**P. O Box 27**

**Mvuma**