

[Contributor](#) [1]

Friday, July 24, 2009 - 03:00

The Zimbabwe Women Resource Centre and Network (ZWRCN) is seeking a competent, experienced and self motivated individual for the position of Receptionist/Secretary.

ZWRCN is an information-based organization with a focus on research, collection, analysis, processing and dissemination of information on gender and development. The organization's strategic interventions aim to empower women, strengthen inter-organizational networking of gender and development agencies and promote the women's movement in Zimbabwe. ZWRCN's programmes are aimed at reducing gender inequalities and promote gender sensitive national policies and programmes for the improvement of the welfare of women and girls in Zimbabwe.

The following are the Key Performance Areas for Receptionist/Secretary:-

- Organising and professionally managing the front desk;
- Effective managing telephonic communication, including the switchboard system as assigned;
- Provision of secretarial services to the Executive Director and to programs as and when necessary;
- Managing incoming and outgoing mail;
- Undertaking specific administration duties as assigned including; assisting the Executive Director with filing and also assisting the Admin Officer with filing for the central filing system.

Education & Work Experience

- 5 "O" Levels including English Maths/Accounts
- Diploma in Secretarial Studies, a receptionist course is an added advantage
- High word processing speed and knowledge of common office software packages including spreadsheets
- At least three years experience in a similar position

ZWRCN is offering a competitive package for the candidate with the right qualifications and experience. Applications with certified copies of certificates, CV and other relevant documents must clearly state the position applied for and should be submitted no later than 26th July 2009 to:

The Caretaker Director, ZWRCN, 288 Herbert Chitepo, Harare, Zimbabwe or via email to [email][vacancy@zwrcn.org.zw](mailto:vacancy@zwrcn.org.zw) [2] Please note that only shortlisted candidates will be contacted.

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(function(d, s, id) { var js, fjs = d.getElementsByTagName(s)[0]; if (d.getElementById(id)) return; js = d.createElement(s); js.id = id; js.src = "http://connect.facebook.net/en_US/sdk.js#xfbml=1&appId=1465091963738031&version=v2.0"; fjs.parentNode.insertBefore(js, fjs); }(document, 'script', 'facebook-jssdk'));
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#### **Article-Summary:**

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