

4 ???&#0183; Under the general supervision of the Senior Operations Officer and within delegated authority, the Finance and Administrative Assistant will be responsible for the following duties: Assist in reviewing, monitoring, tracking, and analyzing system transactions daily and making corrections as appropriate.

4 ???&#0183; The Programme & Admin Assistant is responsible for supporting the activities of the assigned programmatic units including, among other things, programme design and implementation, research, and data analysis.

As a Financial Management Assistant in the Financial Management Office, you will support the Financial Management Officer and Financial Specialist in managing various financial tasks, which include: Ensuring regulatory compliance; Preparing budgets; Processing vouchers; Managing funds; Overseeing accounting; Handling cash management; Qualifications

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5 ???&#0183; Vacancy Job Description ADMINISTRATION AND LOGISTICS ASSISTANT Reporting to: Finance & Administration Officer Location: Harare Purpose of the position: The Administration and Logistics Assistant's responsibility will be to perform day-to-day administration duties and other administrative duties as maybe assigned by the FAO. Duties and Responsibilities Roles ...

Petroleum, Harare, Zimbabwe Our client in the Petroleum / Energy sector seeks to engage an Executive Assistant to join their team. You will serve as an extension of the CEO offering strategic support to both the CEO and the organisation.

The Position: The Programme & Admin Assistant position is located in the Country Office of UNFPA in Harare and reports to Programme Associate in the Programme Support Unit. The Programme & Admin Assistant is part of the Programme Support unit, which provides integrated programme and technical support within a systems strengthening approach fundamental to ...

4 ???&#0183; The Programme & Admin Assistant is responsible for providing programme, administrative and financial support to the technical teams, including data and research assistance to support the overall work of the programmes team in the CO.

Zimbabwe Electoral Commission. Private Bag 7782, Causeway, Harare. OR hand-deliver at:-Zimbabwe Electoral Commission. 2 nd Floor - Mahachi Quantum Building. Corner Kaguvi Street & Jason Moyo

Avenue, Harare. OR email to [hr@zec.zw](mailto:hr@zec.zw) The closing date for receipt of applications is 15 November 2024.

How to get a job in Zimbabwe Announcement Number: Harare-2024-010RA1 Hiring Agency: Embassy Harare Position Title: Financial Management Assistant - Open to USEFMS/US Citizens ONLY Open Period: 11/27/2024 - 12/11/2024 For...

FMCG, Harare, Zimbabwe This is an exciting opportunity that has arisen at the head office of a well-established distribution, sales and merchandising organisation. They seek a driven and solution-oriented Personal Assistant to the Managing Director.

Web: <https://www.gennergyps.co.za>