



## **NOTICE OF VACANT POSITION**

### **OPERATIONS OFFICER**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Quality Assurance Manager and will be based at Head Office.

### **QUALIFICATIONS AND EXPERIENCE**

- 5 'O' levels including English Language and Mathematics.
- Degree in Agribusiness Management\Business Management\Agriculture\ Agronomy or equivalent.
- At least 3 years' experience in agricultural management field.

### **CORE COMPETENCIES**

- Excellent analytical skills.
- Excellent report writing skills.
- Ability to work under pressure.
- Knowledge of GMB Business and Processes.
- Excellent team player with strong, multi-tasking capabilities.
- Good interpersonal, team management skills.

### **SUMMARY OF DUTIES**

- Prepares and consolidates annual grain handling plan.
- Monitors adherence to the adopted annual grain handling plans.
- Prepares for the annual intake strategic seminar.
- Prepares inputs distribution modalities and schedules for depots
- Ensure all agricultural inputs for contract farming/Government programs are delivered on time.
- Monitors contract farming agreements to ensure adherence.
- Conducts input reconciliation with suppliers.
- Monitors adherence to operational standards, processes and procedures to ensure a standard operating environment across all depots.
- Drafts and activates contracts for third party storage and contract farming.
- Provide farmer support services to contracted farmers.
- Attends to internal and external queries.
- Any other work related duties as assigned by the superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw). Not later than 25 October 2023.

*Please note that only shortlisted candidates will be contacted.*