



## **NOTICE OF VACANT POSITION**

### **VACANT POSITION: MARKETING OFFICER**

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

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 5 'O' levels including English Language and Mathematics/Accounts.
- Degree in Marketing Management or equivalent.
- A relevant professional qualification will be an added advantage.
- At least 3 years' experience.

### **CORE COMPETENCIES**

- Excellent marketing, branding and research skills.
- Good analytical skills.
- In depth knowledge of GMB business and processes.
- Self-driven and business sense.
- Creative and innovative thinking ability.
- Proficiency in budgeting and control.
- Strategic thinker whose integrity is beyond reproach.
- Good supervisory skills and interpersonal skills.

### **SUMMARY OF DUTIES**

- Plans and executes national and brand specific promotions.
- Tracks consumer and market insights through market research and execution audits.
- Works with agency in developing marketing communications.
- Drafts sales contracts both for local and exports.
- Handles grain sales portfolio including establishing forward contracts with off takers.
- Manages national key accounts and Government institutions.
- Prepares and monitors marketing communications budget.
- Develops brand standards and usage guidelines.
- Brand sales performance tracking.
- Develops and implements channel tailored service packages (TSPs).
- Gathers market intelligence.
- Monitors competitor activities monthly.
- Performing 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 12 June 2024. Only shortlisted candidates will be contacted.