



NOTICE OF VACANT POSITION

RESEARCH OFFICER

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

MINIMUM QUALIFICATIONS AND EXPERIENCE

- 5 'O' Levels including English Language and Mathematics.
- Degree in Economics, Agricultural Economics, Statistics or equivalent.
- Experience in operations research will be an added advantage.
- Professional qualification in project planning and management.
- Two (2) years' experience in a similar role.

CORE COMPETENCIES

- Excellent analytical skills.
- Excellent report writing skills.
- Ability to work under pressure.
- Should be proactive and self-motivated.
- Should be an innovative and prudent individual.
- Excellent team player with strong, multi-tasking capabilities.
- Highly organized, with a flair for neatness.

SUMMARY OF DUTIES

- Compiles and produces weekly/monthly food security position and analysis reports.
- Maintains the departmental statistical documentation centre.
- Produces commodity stock movement reports for various stakeholders.
- Prepares concept papers and economic analysis reports.
- Prepares strategy review reports for use in the realignment of the organisation's business activities.
- Carries out detailed analysis of the organisation's business activities and recommends areas of improvement.
- Prepares performance highlights for the annual report.
- Prepares Monthly Business Trends Bulletin.
- Conducts baseline research on new projects /business ideas.
- Conducts initial feasibility studies for new investments.
- Prepares project proposals for new business.
- Prepares Capital Investment Appraisal reports in liaison with Finance Department on new projects.

- Prepares draft project implementation and commissioning plans.
- Monitors actual project performance against set standards.
- Produces draft environmental scan report for organisational use.
- Assists in the coordination of the Strategic Planning Process.
- Participates in the cascading of the corporate strategy and evaluates its effectiveness.
- Evaluates the effectiveness of the corporate strategy.
- Compiles data on cost of production models for the formulation of Crop Commodity producer prices.
- Performs any other duty assigned by the superior.

Applications accompanied with detailed Curriculum Vitae and Certified Copies of qualifications should be emailed to recruitment@gmbdura.co.zw not later than 12 June 2024. Only shortlisted candidates will be contacted.