



## **NOTICE OF VACANT POSITION**

### **ANALYST PROGRAMMER**

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

### **MINIMUM QUALIFICATIONS AND EXPERIENCE**

- 5 'O' levels including English Language and Mathematics.
- Degree in Computer Science/Information Systems or equivalent.
- Certification in SAP is an added advantage.
- At least 5 years' experience in Programming.

### **CORE COMPETENCE**

- Excellent knowledge of SAP.
- Excellent communication skills.
- Excellent analytical skills.
- Attention to detail.
- Good technical skills.

### **SUMMARY OF DUTIES**

- Designs and maintains new programmes in the SAP system so as to adapt to the changes in the environment.
- Coordinates with vendors for system enhancements to keep abreast with technological changes and needs of the organization.
- Ensures functionality of the current system to ensure full system utilization and identifies training needs for other users.
- Makes regular modification of the system programmes to adhere to the system parameters.
- Responds to user problems involving SAP to ensure the operations of the organisation are running effectively.
- Reviews software in use to maintain compatibility with technological advancement.
- Trains users after a review of the system on how to operate the SAP software to ensure that the system is not made redundant.
- Documents all new systems or programmes for referencing.
- Ensures timely production of reports to create efficiency when reports are requested and for backup purposes.
- Tests prepared data to ensure accuracy and completeness to ensure that there is no compromise on the system use.

- Supervise the activities of data preparation, data capturing and data filing to ensure that data is stored in the right format.
- Check in on the daily activities of weighbridges so as to gather an analysis of how the weighbridge is functioning.
- Runs software installations and updates to ensure systems run timeously and effectively.
- Conducts hardware maintenance, checks on weighbridges reported to be malfunctioning so as to rectify problem to reduce downtime.
- Reinstalls software and windows programmes to ensure the effective running of customized programs on depot operations.
- Promptly resolve problems encountered by the weighbridge so as to reduce downtime.
- Checks in on the daily activities of fiscal gadgets installed at all depots.
- Runs and update fiscal gadgets software.
- Fiscalise new depots or selling sites.
- Any other work related duties recommended 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.