



Address: 34 Midlothian Avenue, Eastlea Harare  
Enquiries Email: [info@adzinafoundation.org](mailto:info@adzinafoundation.org)  
Website: <https://adzinafoundation.org/>  
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## **Operations Officer (1 position – Harare)**

Job no: 2022003

Work type: Regular Full-

Time Location: Harare,  
Zimbabwe

Categories: Administration, Finance, Operations

The Abdullah Dzinamarira Foundation (ADF), a non-profit charity organization headquartered in Harare, aims to share hope with underprivileged and vulnerable children by ensuring their access to education and basic social support services. The Foundation seeks a highly qualified candidate to serve as the Operations Officer.

The Operations Officer will function under the Finance and Administration Department. At present, the incumbent will report to the Resource Mobilization Officer with dual reporting to the Technical Advisor. The Operations Officer is responsible for providing administrative and logistical support to all office and field operations.

### **KEY RESPONSIBILITIES**

- Coordinate the scholarship program
- Provide support to the teen mothers' project implementation
- Organize and schedule meetings and appointments
- Maintain organizational contact lists
- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies
- Book travel arrangements
- Submit and reconcile child beneficiary nomination forms
- Receive and process invoices
- Manage organizational assets
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
- Contribute to team effort by accomplishing related results as needed
- Any other duties as assigned by the supervisor

### **REQUIRED QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- The successful candidate will hold a certificate in project management, business,



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finance, social science, arts **OR** experience of a minimum of one (1) year in an office administrative/ operations role.

- Ability to handle multiple tasks simultaneously, set priorities, meet deadlines, and work independently
- Excellent oral and written communication skills
- Prior experience working in a related position is a requirement (particularly in a related organization)

The position is (i) contingent upon the availability of donor funding (ii) an initial three-month short-term contract with a possibility of renewal depending on performance. ADF is an equal opportunity and affirmative action employer. It does not discriminate against employees or applicants for employment based on race, color, sex, gender, religion, creed, or ethnic origin. All qualified applicants will receive equal consideration for employment.

#### MODE OF APPLICATION

Suitably qualified and experienced candidates should upload their applications, including a detailed Curriculum Vitae (CV) and cover letter on <https://smrtr.io/bt9Jp>. Please **do not** attach certificates. The closing date for receiving applications is **15 September 2022 at 5:00 PM**. Only shortlisted candidates will be contacted.

Advertised: 8 September 2022

Applications close: 15 September 2022

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