



For Human Dignity

VACANCY ANNOUNCEMENT 7 OF 2025

Ref. No.: **HR/007/25**

Date of Issuance: **30 December 2025**

Deadline of Applications: **12 January 2026**

Organisation: **Zimbabwe Human Rights Commission**

Applications are invited from suitably qualified and experienced persons to fill the various vacant posts that have arisen in the Zimbabwe Human Rights Commission.

1. JOB TITLE: **HUMAN RIGHTS OFFICER- MONITORING AND INSPECTION x 1**

GRADE: **5**

REPORTS TO: **PROVINCIAL HUMAN RIGHTS OFFICER- MONITORING AND INSPECTION**

STATION: **MASVINGO**

DUTIES AND RESPONSIBILITIES

- Monitors human rights situation by identifying key and topical issues, developing and updating monitoring tools, activity costing, conducting monitoring missions, preparing monitoring reports and updating recommendations implementation trackers.
- Participates in monitoring and assessment of the observance of human rights and freedoms in Zimbabwe.
- Inspects places of detention by developing monitoring tools for detentions facilities, project activity budgeting, interviewing, observing and collecting data and drafting reports benchmarking with international and regional standards.
- Organises stakeholder engagements by sharing reports with stakeholders, planning and convening meetings, updating of trackers on implementation of recommendations and preparing engagement meeting reports.

- Analyses bills and court judgements by developing and updating monitoring tools, examining the Government gazette for identification of bills to monitor, drafting of reports.
- Supports Thematic Working Groups (TWGs) by preparing invitations to stakeholders, attending meetings and workshops, compiling minutes and implementation activities.
- Conducts treaty and charter-based mechanisms assessments by identifying concluding observations and recommendations from State Party Reports, participating in the drafting of the State Party Report, organising validation meetings and drafting the Alternative Report.
- Drafts concept notes, discussion points, speeches and funding proposals for the department.
- Prepares monthly, quarterly and annual monitoring and inspection reports.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Bachelor of Laws (Honours) Degree from an accredited tertiary institution.
- At least 1-year experience in human rights and development work
- Have an understanding of the legal and policy frameworks relevant to human rights promotion, protection and enforcement.
- Knowledgeable and conversant with international human rights treaties, international, regional and domestic human rights systems and protection mechanisms.
- Must have strong report writing and analytical skills.
- Able to work under pressure.
- Must be a person of integrity.

2. JOB TITLE: KNOWLEDGE MANAGEMENT AND RESEARCH OFFICER x 1

GRADE: G8

REPORTS TO: CHIEF KNOWLEDGE MANAGEMENT AND RESEARCH OFFICER

STATION: HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- Assists in developing research and knowledge management policy for the Commission.
- Assists in identifying areas for research in line with ZHRC mandate.
- Assists in coordinating baseline surveys with critical stakeholders on human rights.

- Assists the Deputy Director in conducting quarterly trend surveys and disseminate research findings to the relevant department and internal stakeholders.
- Prepares research papers for national and international conferences or seminars.
- Helps develop knowledge products, innovative practices and lessons- learnt documents for the Commission.
- Assists in the implementation of knowledge management and research activities of the Commission.
- Helps collect and synthesise program performance data and produce analytical reports to inform management and strategic decision-making.
- Assists in preparing advocacy papers in liaison with the supervisor.
- Performs other related duties as assigned.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Social Science Degree, preferably in Development Studies, Social Work, or Knowledge Management.
- At least 2 years' experience in development work.
- Good understanding of knowledge management and research data management.
- Must have strong research, advocacy, analytical and problem- solving skills.
- Have an understanding of the legal framework governing human rights institutions.
- Aptitude for working with computers.
- Must be a person of integrity.

3. JOB TITLE: ADMINISTRATION OFFICER x 1

GRADE: G8

REPORTS TO: DEPUTY DIRECTOR ADMINISTRATION

STATION: HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- Maintains a properly updated Asset Register for the Commission.
- Carries out physical stock count of inventory and maintain proper records of the same.
- Coordinates building and maintenance issues for general repairs.
- Ensures office supplies are fully stocked and all equipment is working and properly maintained.
- Supervises Office Orderlies.
- Prepares monthly and quarterly administration reports for the Commission

- Identifies and recommends cost-effective solutions.
- Carries out any such other responsibilities and duties as may be required.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Business Studies/Administration (Honours) Degree, Accounts or any other equivalent qualification from an accredited institution.
- Possession of a relevant professional qualification would be an added advantage.
- At least 1-year experience in a similar environment.
- Computer literacy and proficiency in SAP accounting modules is an added advantage.
- Ability to communicate effectively at all levels.
- Must be a person of integrity.

4. JOB TITLE: RECORDS AND INFORMATION ASSISTANT x 1

GRADE: G10

REPORTS TO: RECORDS AND INFORMATION SUPERVISOR

STATION: HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- Provides access to records to all departments and classifies records giving codes for arrangements.
- Manages all incoming and outgoing mail.
- Maintains adequate data backup.
- Maintains an electronic and manual filing system.
- Develops and updates functional classification system used to create, maintain and use records.
- Develops and updates security lock systems for all departmental and electronic records.
- Ensures compliance with relevant classification systems, monitoring its performance, making recommendations and implementing improvements where necessary.

QUALIFICATIONS EXPERIENCE AND ATTRIBUTES

- Diploma in Records Management or any other relevant qualification from an accredited institution.
- At least 1-year solid hands-on relevant working experience is required, including development and implementation of Records Management system.

- Ability to communicate clearly both in writing and orally.
- Highly confidential.
- Must be a person of integrity.

5. JOB TITLE: OFFICE ORDERLY x 1

GRADE: G13

REPORTS TO: ADMINISTRATION OFFICER

STATION: HARARE

DUTIES AND RESPONSIBILITIES

- Maintains a high standard of cleanliness by ensuring that office furniture (including desks and tables), office floors, corridors, kitchen areas, toilets, front office and surroundings are cleaned.
- Distributes internal and external mail.
- Assists in preparing venues for meetings.
- Ensures loading and unloading of goods/wares being moved from or brought to ZHRC premises.
- Performs any other tasks as may be directed by the Administration Manager from time to time

QUALIFICATIONS EXPERIENCE AND ATTRIBUTES

- A minimum of 5 'O' Levels including English Language
- High level of integrity
- Good interpersonal skills

Applications together with detailed curriculum vitae, proof of qualifications and experience should be addressed and forwarded to:

The Human Resources Director, Zimbabwe Human Rights Commission,

Head Office, 144 Samora Machel Avenue, Harare

Bulawayo Office, 46 Park road, Suburbs, Opp. Bulawayo Polytechnic main gate, Bulawayo

Chinhoyi Office, Office 24, Block 2, Chinese Complex, Chinhoyi

Mutare Office, 5 Arcadia, Morningside, Mutare

Masvingo Office, 9 Hellet / Shuvai Mahofa Street, Masvingo

Hwange Office, Lubhancho House, F35/36 Lwendulu, Number 1, Hwange

email address: hr@zhrc.org.zw

All applications should reach us no later than the close of business on **12 January 2026**

Only shortlisted candidates meeting the above requirements will be responded to.

NB: Applicants should indicate the post applied for on the envelopes subject line.

“The Zimbabwe Human Rights Commission is an equal opportunity employer which practices gender and human rights-based approaches to recruitment. Qualified women and persons with disabilities are encouraged to apply”.