



## About Us

Jimat Development Consultants is a development consulting firm that works with development partners to reduce poverty and enhance the quality of life among vulnerable communities in developing countries in Africa, Asia, and South America. Our work centers on providing technical assistance in project and policy cycle management to NGOs, Government Departments, donors, and multi-lateral organizations that enhance effectiveness and impact. As such, we consider our work as key in the transformation of livelihoods, particularly for the poor and under-served, in the developing regions where we work.

**Position:** Graduate Trainee (Projects Department)

**Duty Station:** Jimat Head Office Harare

**Qualifications:** Degree in Statistics/Education/Public Health

**Reporting to: Head:** Projects and Business Development

## Qualifications and Experience

- A Bachelor's Degree in Statistics, Education, and/or Public Health (2.1 and above)
- An "A" in English at "O" or "A" Level is a must
- Previous experience in data collection as an Enumerator or Field Supervisor
- Conversant with MS Office Packages (Word, Excel, PPT, and Publisher)
- Strong writing and analytical skills
- Ability to work in a multicultural environment
- Available to work even on some weekends and/or holidays
- Able to demonstrate leadership skills

## Duties and Responsibilities

- Tender identification from current and new sources
- Tender preparation using internal formats and templates
- Execute projects within set timelines and budgets
- Identify CVs in the current and new markets
- Represent the company in meetings in Zimbabwe and other countries
- Update the company's databases in real-time
- Any other duties as may be assigned in line with their duties

To Apply: Send your motivation letter and CV to [recruitment@jimatconsult.co.zw](mailto:recruitment@jimatconsult.co.zw) by 23 March 2024