

VACANCY ALERT: PRACTICAL LEGAL TRAINING AND EDUCATION OFFICER

Applications are invited from suitably qualified and experienced persons to be considered for engagement in the following vacant position that has arisen in our organization. We are a body corporate with a legal bias, set up in terms of the statute law of Zimbabwe.

The position –Practical Legal Training and Education Officer

Station: Bulawayo

Purpose of the job

To provide coordination of practical legal training and ensure the production of relevant training materials.

Main Duties will be to:

- coordinate the end to end process for the practical legal training programme facilitate and lead in the production of training materials
- ensure integrity in the management of the practical legal training programme liaise with key stakeholders in the administration of all training programmes monitor and evaluate training programmes
- coordinate the management and publication of programme examinations; and
- Perform any other duties as necessary as may be assigned by Superiors

Education and experience

- Bachelor's Degree in Law or Administration
- Registration with relevant professional body
- At least two years relevant experience in legal practice or training

Skills and competencies

- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Excellent writing, problem-solving, and time management skills
- Curious and eager to learn
- Good writing and reporting skills
- Unquestionable integrity
- No criminal record and offer subject to production of police clearance
- Thorough knowledge of the Zimbabwean legal system
- Traceable references

Interested applicants should email current CV and proof of qualifications to **vacancylegal2024@gmail.com**. Send qualifications proof as a zipped document. Deadline for applications is the 28th of November 2025.

VACANCY ALERT: ICT OFFICER

Applications are invited from suitably qualified and experienced persons to be considered for engagement in the following vacant position that has arisen in our organization. We are a body corporate with a legal bias, set up in terms of the statute law of Zimbabwe.

The position: ICT OFFICER

Station-Harare

Purpose of the job

Responsible for managing and maintaining our organization's ICT infrastructure to ensure all systems operate efficiently and securely.

Main Duties will be to:

- provide first line technical support to users and maintain a high level of user satisfaction
- install,configure,and maintain computer hardware,software,systems and networks
- perform regular system and data backups and ensure disaster recovery plans are in place
- assist in managing user accounts, passwords and access controls.
- advise management on ICT procurement and maintain an inventory of ICT equipment and consumables
- ensure the security of the ICT system and perform audits to verify integrity
- assist in the implementation and enforcement of ICT policies and procedures
- provide user training on new hardware, software and systems; and
- perform any other duties as necessary as may be assigned by Superiors

Education and experience

- Bachelor's Degree in Computer Science, Information Technology, or related field
- Proven experience in hardware, software and network maintenance
- At least two years relevant experience in a similar ICT support role
- Knowledge of data security best practices and system administration
- Strong analytical, problem-solving and communication skills
- Professional ICT certifications are added advantage

Skills and competencies

- Ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Curious and eager to learn
- Unquestionable integrity
- No criminal record and offer subject to production of police clearance
- Traceable references

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READVERT-VACANCY ALERT-EXECUTIVE SECRETARY

Applications are invited from suitably qualified and experienced persons to be considered for engagement in the following vacant position that has arisen in our organization. We are a body corporate with a legal bias, set up in terms of the statute law of Zimbabwe.

The position –Executive Secretary

Station-Harare

Purpose of the job

To provide overall coordination and guidance to the day-to-day running of the organization. The candidate will be the bridge between the Council, staff and stakeholders, and will ensure that policies are developed and implemented. He or she will ensure that resolutions are implemented and will also communicate with key stakeholders.

Key responsibilities

JOB PURPOSE

To provide overall coordination and guidance to the day-to-day running of the organization as per its statutory mandate.

MAIN DUTIES

- a. Ensuring that the organization implements its mandate as per statute
- b. Record keeping of all organizational documents
- c. Recommending and drafting amendments to the relevant statutes
- d. Keeping track of and implementing resolutions
- e. Staff supervision as specified in the organogram.
- f. Performing any other duties as directed by the Chairperson that are not inconsistent with the job description.

Education and experience

Degree in law

Registration with relevant professional body

At least five years relevant experience as a Magistrate/Prosecutor/ Legal practitioner/
in-house counsel/ administrator

Skills and competencies

Unquestionable integrity

No criminal record and job -offer subject to production of police clearance report

Motivated and a self-starter

Good writing and reporting skills

Exceptional attention to detail

Thorough knowledge of the legal system of Zimbabwe

Traceable references

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