

Applications are invited from suitably qualified and experienced persons to fill in vacancies that have arisen within the Zimbabwe Gender Commission. Applicants should submit an application letter accompanied by a detailed Curriculum Vitae and certified copies of academic and professional certificates:

1) JOB TITLE: PUBLIC EDUCATION AND INFORMATION OFFICER

REPORTS TO: PUBLIC EDUCATION & INFORMATION MANAGER

STATION: HEAD OFFICE

Job Purpose:

To implement public education and information programmes of the Commission.

KEY DUTIES AND RESPONSIBILITIES

- Drafting concept notes.
- Identifying target audiences.
- Facilitating stakeholder engagement initiatives to promote public awareness and understanding of gender issues.
- Identifying and conducting relevant gender sensitization awareness.
- Conducting public awareness programmes on gender issues.
- Identifying gender-related information gaps.
- Drafting Public Education and Information content.

Education and Qualifications

- Degree in Social Sciences or Equivalent
- Minimum of 3 years' experience preferably in gender related issues

CRITICAL OR TECHNICAL COMPETENCIES REQUIRED

- Highly organized individual
- Computer skills
- Communication skills
- Presentation Skills
- Creativity and Innovation skills
- Interpersonal skills
- Public Speaking skills
- Analytical skills
- Team work

2) JOB TITLE: RESEARCH AND PROGRAMMING OFFICER

REPORTS TO: RESEARCH AND PROGRAMMING MANAGER

STATION: HEAD OFFICE

Job Purpose:

To conduct research and implement programmes on gender equality.

KEY DUTIES AND RESPONSIBILITIES

- Identifying key gender-related research areas.
- Drafting proposals on emerging gender issues.
- Designing standardised data collection tools.
- Analyse research findings to produce insightful reports, policy briefs and advisory notes for stakeholders.
- Implementation of the Zimbabwe Gender Commission Monitoring and Evaluation framework.
- Conduct gender audits and assessments of institutions, policies and programmes.

Education and Qualifications

- Bachelor's Degree in Gender Studies or equivalent Social Science
- Minimum of 3 years' experience preferably in gender related issues

CRITICAL OR TECHNICAL COMPETENCIES REQUIRED

- Computer skills
- Problem solving and analytical skills
- Interpersonal and communication skills
- Data analysis and management
- Report writing
- Programme management skills

Applications from prospective candidates should be submitted not later than **31 October 2025**.

Applications should clearly indicate the post being applied for and should be sent to:

The Chief Executive Officer
Zimbabwe Gender Commission
Gender Equality House
38 Samora Machel Avenue
Harare

Or email to: hr@zgc.co.zw