



Arrupe Jesuit University invites applications from suitably qualified and experienced persons to fill the following posts that have arisen within the institution:

**1. ASSISTANT DEVELOPMENT OFFICER (2 YEAR FIXED TERM CONTRACT) (1 POST)**

The Assistant Development Officer will provide support to the Development Office in managing grant writing, proposals, business development and fundraising activities. The ideal candidate must possess strong skills in finance and resource mobilization, as well as excellent organizational abilities and the capacity to work effectively within a team. The Assistant Development Officer will also play a crucial role in ensuring the accuracy and efficiency of operations related to development projects.

### **Duties and Responsibilities**

Reporting to the Development Officer, the incumbent will be expected to:

- Assist in research and identifying potential funding sources.
- Assist in the development and writing of grant proposals to secure funding for various projects and initiatives.
- Provide support in the development and implementation of strategies to identify and cultivate new business opportunities that align with the institution's goals.
- In liaison with the Development Officer, plan, coordinate and execute fundraising events and campaigns.
- Maintain relationships with donors and stakeholders to secure financial support.
- Ensure the university complies with funding requirements and the efficient use of resources.
- Contribute in identifying and mobilising financial and non-financial resources to support the institution's development activities.
- Prepare reports on grant activities, fundraising outcomes and business development efforts.
- Maintain accurate records and documentation for all projects.
- Work closely with other departments to ensure alignment and effective implementation of development strategies and initiatives.
- Assist in training and capacity-building activities for staff and volunteers involved in grant writing, fundraising, and resource mobilization.
- Provide administrative support to the Development Officer, including scheduling meetings, preparing presentations and managing communications.

### **Qualifications and Experience**

The ideal candidate must:

- have a minimum of a first degree in business administration and management;
- possess proven experience in fundraising, grant writing, proposals and business

development;

- be able to work independently and collaboratively within a team;
- have proven experience in finance and resource mobilization; and
- demonstrate strong communication and interpersonal skills.

## **2. ASSISTANT ACCOUNTANT (2 YEAR FIXED TERM CONTRACT) (1 POST)**

The Assistant Accountant will provide support to the accounts department in managing projects, grants and various financial activities. The ideal candidate must possess excellent knowledge of accounting principles and practices, outstanding organizational skills and the ability to work effectively within a team. The Assistant Accountant will also play a crucial role in ensuring the accuracy and efficiency of financial operations within the institution.

### **Duties and Responsibilities**

Reporting to the Accountant, the incumbent will be expected to:

- Assist in managing financial aspects of projects and grants, ensuring compliance with funding requirements and deadlines.
- Assist in the preparation and analysis of financial statements, reports and budgets.
- Monitor and reconcile accounts including bank statements and general ledger accounts.
- Process invoices, payments and claim forms accurately and efficiently.
- Support the development and implementation of financial policies and procedures.
- Maintain accurate and up-to-date financial records and documentation.
- Assist in the preparation for audits and liaise with auditors as needed.
- Collaborate with other departments to ensure smooth financial operations and address any issues that arise.
- Provide financial insights and recommendations to support strategic decision-making.
- Perform other related duties as assigned by the Bursar.

### **Qualifications and Experience**

The ideal candidate must:

- be a certified accountant with ACCA or CPA;
- have a minimum of a first degree in accounting, finance or management from a reputable University;
- possess proven experience in financial management, particularly in managing projects and grants;
- demonstrate a strong understanding of accounting principles and practices;
- have excellent organizational and time management skills;
- possess strong analytical and problem solving skills; and
- should be proficient in accounting systems and software.

**To apply:**

Applicants must submit the following: application letter, certified copies of educational certificates, National ID, Birth Certificate and CVs giving full personal information including full name, place and date of birth, qualifications, previous employment and experience, date of availability, telephone number, email address, names and addresses of three (3) referees including emails and addresses to:

**The Human Resources Officer  
Arrupe Jesuit University  
16 Link Road  
Mt Pleasant  
Harare**

**OR**

**Email applications to [hr@aju.ac.zw](mailto:hr@aju.ac.zw)**

**The closing date for receipt of applications is Friday, 28 June 2024.** Only shortlisted candidates will be contacted for an interview.

Further inquiries or questions about this advert should be directed to Human Resources Officer through the email address: [hr@aju.ac.zw](mailto:hr@aju.ac.zw).

**NB AJU is an equal opportunity employer as stipulated by its non-discriminatory policy.**