



## VACANCY

The Infrastructure and Development Bank of Zimbabwe (“the IDBZ/the Bank”) is a national Development Finance Institution (DFI) that supports infrastructure and development across all sectors of the economy. Its infrastructure focus is on Water and Sanitation, Housing, Irrigation Infrastructure, Transport and Energy. As part of its developmental mandate, the Bank offers financial & technical assistance to undertakings of all enterprises in furtherance of the National Development Agenda. As such, the Bank promotes the infrastructure value chain, agri-businesses, tourism, health & education, mining, export-oriented businesses, metals production, and the manufacturing sector. The Bank’s purpose is to uplift the livelihoods of all Zimbabweans through development financing.

To effectively execute its mandate, the Bank seeks to recruit the following personnel:

## SENIOR PROPERTY SALES OFFICER

This position reports to Manager Infrastructure Projects Division

### JOB PURPOSE AND RESPONSIBILITIES

To market and sell the Bank’s residential and commercial properties.

#### The job includes the following specific responsibilities:

- Markets various estate assets of the Bank to prospective clients.
- Accompanies prospective clients for viewing.
- Collects and checks completeness of application forms from prospective clients.
- Assists in the preparation of Agreements of Sale for signing.
- Conducts regular research on Real Estate developments, industry trends and market sales.
- Attends to client queries and provide feedback to head-office on issues raised by clients.
- Interactions with key stakeholders for the various Bank housing projects

Interested applicants should possess the following:

- A degree in Marketing, Real Estate management or related field
- A registered Real Estate Agent or a member of Estate Agency Council or Real Estate Institute of Zimbabwe is an added advantage.
- Post Graduate qualification is an added advantage.
- 3-5 years relevant work experience



- Mature, confident and good networker
- Strong communication and presentation skills.

Interested applicants should submit their applications together with a detailed Curriculum Vitae by no later than **Monday, 10 June 2024**. Female candidates are strongly encouraged to apply.

To be considered, interested candidates are requested to forward their applications via email to [hr@idbz.co.zw](mailto:hr@idbz.co.zw). All applications should be addressed to:

**Director - Corporate Services and Human Resources**  
**IDBZ House**  
**99 Gamal Abdel Nasser Road**  
**Harare.**

