

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.

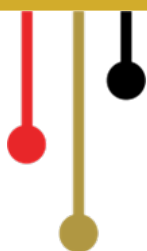
In order to effectively execute its mandate, the Bank seeks to recruit the following personnel:

SWITCHBOARD OPERATOR/RECEPTIONIST: CORPORATE SERVICES AND HUMAN RESOURCES (CSHD)

This position reports to Manager Human Resources.

JOB PURPOSE AND RESPONSIBILITIES

- The job exists to provide effective and courteous service to clients contacting and visiting the organization and promote a positive image of the Bank.



The job includes the following specific responsibilities:

- Daily Management of the switchboard and general reception at all times
- Receive outside calls and transfer them to the respective offices
- Make calls and receive messages on behalf of Staff
- Report faulty telephone extensions
- Prepare and communicate telephone extensions to Staff
- Update the Bank`s internal telephone directory
- Log requested calls into the phone logbook
- Welcome visitors and notify Staff of visitors
- Maintains front desk security and security access lists
- Direct Bank visitors to the appropriate offices
- Provide general information about the Bank to visitors

Interested applicants should possess the following:

- An Executive Secretarial Diploma/Communications or equivalent.
- 5 “O” Levels, including English and Mathematics.
- At least 3- 5 years of relevant experience.
- Experience working in a Developmental Finance Institution will be an added advantage.
- Strong teamwork, confident, good communication, customer service and interpersonal skills.

Interested applicants should submit their applications with a detailed Curriculum Vitae by **Friday, 30 May 2025**. ***Disabled persons and 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. All applications should be addressed to:

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