



## EMPLOYMENT OPPORTUNITIES

**TelOne requires suitably and qualified personnel to fill the below vacant positions.**

<b>Projects Division</b>	<b>Process Improvement &amp; Data Analytics</b>
<p><b>HEAD – Process Improvement &amp; Data Analytics (Grade D4)</b></p>	<p>The Incumbent will be responsible to the Projects Executive.</p> <p><b>Basic Function</b> Responsible for planning, organizing and directing all Process Improvement and Data analytics activities. The incumbent will serve as a consultant to the business through evaluating, planning, and implementing improvements in business processes and practices.</p> <p><b>Major activities of the job</b></p> <ul style="list-style-type: none"> <li>▪ Identifies, plans and implements key projects to improve quality, cost reduction, increase productivity and improve cycle time by reducing wasted time, scrap, rework, etc. resulting in significant business improvement and customer satisfaction.</li> <li>▪ Leads all process improvement Initiatives across the organisation.</li> <li>▪ Inputs into the process improvement strategy, tools selection and drives all process improvement projects across various divisions.</li> <li>▪ Develops and co-ordinates the performance excellence / performance improvement vision and deployment planning as defined by the Executive Team.</li> <li>▪ Leads the data analytics and data warehousing departments in strategy development with regard to the collection, manipulation, and analysis of data for various business functions/departments such as marketing, sales, operations, among others.</li> <li>▪ Develops and applies analytical algorithms and methods where possible with a view of driving and enhancing data systems and streamlining business processes.</li> <li>▪ Validates, interprets, and creates reports and presentations for senior data analytics management, departmental heads/management, and relevant stakeholders.</li> <li>▪ Provides management with project status updates, feedback, and appropriate reporting on key responsibilities and objectives.</li> <li>▪ Complete all related tasks as and when required.</li> </ul> <p><b>Qualifications / Experience</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree (PhD preferred) in Data Science, Computer Science, Information Technology, Economics, Information Systems, Statistics, Applied Maths, Business Administration. An equivalent of this requirement in working experience is also acceptable for the position.</li> <li>▪ At least 5 years' proven experience with a process improvement methodology such as Lean or Six Sigma preferred.</li> <li>▪ Proven process improvement, business engineering qualifications.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>▪ Strong business acumen, management and analytical skills.</li> <li>▪ Good communication and interpersonal skills with employees and stakeholders.</li> <li>▪ Ability to think strategically and translate insights into action.</li> <li>▪ Ability to multi-task and manage multiple priorities.</li> <li>▪ Clean class 4 driver's license.</li> <li>▪ Strong computing skills.</li> </ul>

**General  
Manager ZITCO  
(Grade D4)**

The incumbent will be responsible to the Projects Executive.

**Basic Function**

Responsible for leading manufacturing, assembly, operations and maintenance staff, daily management and coordination of electronic plant operations, production, logistics and maintenance ensuring compliance with all labour, safety, environmental and corporate policies and regulations.

**Major activities of the job**

- Develops ZITCO business plan and strategy so that all functions within the Company are coordinated and given the necessary direction, control and management and operating to agreed objectives, budgets and targets
- Develops and manage the strategies, plans and budgets as agreed with the Projects Executive to achieve the organizational and financial objectives of the company.
- Provides a customer focused approach throughout the Company; building and maintaining the contacts necessary for the future development of the business, proactively promoting the Company.
- Identifies and negotiate partnership deals with reputable institutions within the region and beyond.
- Coordinates, directs, and supports the work of others within the context of organizational goals, by defining objectives, planning, scheduling, evaluating performance, providing resources, building a supportive psychological climate.
- Designs and implement organizational wide Client Relationship Management.
- Complete all related tasks as and when required

**Qualifications / Experience**

- Degree in Mechanical / Electrical / Electronic. / Telecoms Engineering / Computer Science
- MBA / MBL is an added advantage
- Post Grad Diploma in Business Engineering Management will be added advantage.
- Experienced in a highly automated ISO environment.
- Experience in using process improvement methodologies such as LEAN and Six Sigma.
- At least 5 years' experience in an ICT and electronic production environment.

**Competencies**

- Strong business acumen, management and analytical skills.
- Good communication and interpersonal skills with employees and stakeholders.
- Ability to think strategically and translate insights into action.
- Ability to multi-task and manage multiple priorities.
- Clean class 4 driver's license
- Strong computing skills.

**Processes  
Analyst  
(Grade C5)**

The incumbent will be responsible to the Head Process Improvement & Data Analytics

**Basic Function**

Responsible for evaluating existing processes and configuring telecommunications systems to reduce cost, improve sustainability and develop best practices within the telecommunications processes through utilization of continuous improvement techniques.

**Major activities of the job**

- Develops, implement and evaluates new and emerging technologies leading to business process improvements that drive the highest efficiency of all operations.
- Facilitates regular reviews of quality and process improvement metrics at the site and identifies key performance indicators that improve the metrics to deliver results.
- Drives the standardization of processes and implementation of metrics and best practices.
- Performs moderate to complex analyses of business goals, objectives and needs within the general business environment.

	<ul style="list-style-type: none"> <li>Leads cross-functional projects to drive improvement in process metrics, targeted financial benefits, and achieve company objectives</li> <li>Lead cost reduction initiatives through materials, product, and process improvements; assist the project teams to hold brainstorming sessions and develop action plans for the Profit Improvement Process (PIP).</li> <li>Complete all related tasks as and when required.</li> </ul> <p><b>Qualifications / Experience</b></p> <ul style="list-style-type: none"> <li>Business Degree/Computer Science/Information System/Telecommunications</li> <li>Any Process Improvement Qualification (e.g. Lean Management)</li> <li>Minimum of 3 years' relevant experience in the process improvement environment.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>Ability to work under pressure and outside normal working hours.</li> <li>Ability to apply process improvement and automation techniques.</li> <li>Strong analytical and Telecommunications industry background.</li> <li>Excellent communication and presentation skills.</li> </ul>
<p><b>Diesel Mechanic EPAC</b></p> <p><b>(Grade C3)</b></p> <p><b>2 Positions</b></p> <ul style="list-style-type: none"> <li>Southern Region</li> <li>Northern Region</li> </ul>	<p>The incumbent will be responsible to the respective regional EPAC Controller.</p> <p><b>Basic Function</b></p> <p>Responsible for the installations, service, repair and maintenance of diesel generator equipment for the region.</p> <p><b>Major activities of the job</b></p> <ul style="list-style-type: none"> <li>To install diesel generators at various exchanges.</li> <li>To service the standby generators at the various sites.</li> <li>To repair the generators and ensure that they are in good working condition.</li> <li>To carry out maintenance work related to the standby generators.</li> <li>Complete all related tasks as and when required</li> </ul> <p><b>Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>Journeyman Class 1 Diesel Plant fitting.</li> <li>5 years relevant experience in a Diesel plant fitting environment.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>Good negotiation and communication skills.</li> <li>Good presentation skills.</li> <li>Strong verbal and written communication skills.</li> <li>High level of attention to detail and interpersonal skills</li> </ul>
<p><b>Librarian Assistant</b></p> <p><b>(Grade B4)</b></p>	<p>The incumbent will be responsible to the Librarian.</p> <p><b>Basic Function</b></p> <p>Responsible for compiling records, sorting and shelving books, issuing and receiving library materials, such films, slides, and phonograph records as well as recording library material on issue to patrons.</p> <p><b>Major activities of the job</b></p> <ul style="list-style-type: none"> <li>Manages the library collection and reference services.</li> <li>Identifies new information trends and recommends new technologies.</li> <li>Implements new technologies in information and knowledge management to ensure that new tools developed for efficient access to information are accessible to staff throughout the organization.</li> <li>Participates in the development of Library policies and manual procedures for the Library.</li> <li>Plans and coordinates training programmes for the library patrons in accessing electronic resources.</li> <li>Prepares information materials like newsletters, bibliographies, brochures and other</li> </ul>

promotional materials to market library resources and services.

- Participates in the Library collection development (both print and electronic).
- Catalogues and classification of library resources.
- Collects penalty fees, as appropriate, and make sure library resources are not lost.
- Evaluates Library services in relation to the needs of the user community
- Performs any other library related duties that may be assigned by the Librarian.
- Complete all related tasks as and when required.

#### Qualifications / Experience

- BSc (Hons) Library and Information Science Degree.
- A minimum of (2) years' experience in a library and information Science environment.

#### Competencies

- Strong business acumen, management and analytical skills.
- Good communication and interpersonal skills with employees and stakeholders.
- Ability to think strategically and translate insights into action.
- Ability to multi-task and manage multiple priorities.
- Strong computing skills.

If you wish to be considered for the post above, please apply with detailed Curriculum Vitae in an envelope clearly marked "APPLICATION FOR A VACANT POST" to the, **Corporate Services Director, TelOne Private Limited, 107 Kwame Nkrumah, Runhare Building**, or e-mail to [careers@telone.co.zw](mailto:careers@telone.co.zw) not later than 31 January 2020 *Please note that Canvassing will disqualify applicants and communication will be made to shortlisted candidates only.*

