



**STEELMAKERS**  
(ZIMBABWE) (PVT)  
**LIMITED**

## **VACANCIES**

Steelmakers (Zimbabwe) (Pvt) Limited invites applications from suitably qualified and experienced persons to fill in the following vacancies which have arisen within our Redcliff branch

### **A. PUBLIC RELATIONS MANAGER x 1**

#### **BRIEF DUTIES AND RESPONSIBILITIES**

- Developing of Public Relations policies and programmes.
- Handling of media reports in consultation with the Group General Manager
- Management of public awareness programmes to promote the organization services and/or products.
- Liaison with all Government, Parastatals, NGO's and general organizing with the purpose to enhance and build a good image of the company.
- Investigate adverse publicity of the organization and recommend remedial action.

#### **QUALIFICATIONS AND EXPERIENCE:**

- ✓ A social science degree or equivalent
- ✓ At least five (5) years experience in similar capacity
- ✓ Must have good excellent interpersonal skills and must have the ability to communicate effectively at all levels

### **TRANSPORT IN CHARGE x 1**

Successful candidate will be responsible for reporting to the General Manager (Operations)

#### **BRIEF DUTIES AND RESPONSIBILITIES**

- Manage and maintain company vehicle fleet.
- Hand the transport departments which include supervision of artisans, drivers and apprentices.
- Ability to manage the maintenance of various vehicles which include TATA, DAF, ERF and Earth Moving Machines

### **QUALIFICATIONS AND EXPERIENCE:**

- ✓ Class 1 (one) Journeyman in Motor Mechanics
- ✓ At least 35 years old
- ✓ Relevant qualification in Transport /Logistics Management would be a distinct advantage
- ✓ Minimum of five (5) years experience in a similar position.

### **SECURITY MANAGER x 1**

Successful candidate will be responsible for reporting to the General Manager (Operations)

### **BRIEF DUTIES AND RESPONSIBILITIES**

- Develop strategies and procedures to ensure effective implementation and compliance of security systems and measures which address security risks as well as loss/control measures
- Ensure adequate training of all security personnel
- Maintain an inventory of assets, movable and immovable, incoming or outgoing
- Maintain an updated Major Crime Register with details of action taken or the state of reports/detected cases

### **QUALIFICATIONS AND EXPERIENCE:**

- Diploma in Security Management/Risk Management or equivalent
- A former member of ZRP or ZNA or any reputable security organisation but holding the same qualifications
- At least five (5) years working experience in a managerial position

### **DRAUGHTSMAN X 1**

### **BRIEF DUTIES AND RESPONSIBILITIES**

- Preparing working drawings from general arrangements and layout diagrams
- Planned Preventive Maintenance programme initiation and implementation on plant and equipment
- Design analysis and mechanical failure rectification recommendation
- Operating a AutoCAD work station
- Carrying out design calculations

### **QUALIFICATIONS AND EXPERIENCE:**

- Higher National Diploma in Mechanical Engineering (Draughting and Design) or equivalent
- At least three (3) years experience
- Experience in heavy industry or would be an added advantage

Applications accompanied by a detailed Curriculum Vitae indicating contact details and certified copies of relevant educational and professional qualifications should be submitted by 10 October 2009 to the :

**Human Resources Manager  
Steelmakers (Zimbabwe) (Pvt) Ltd  
P.O. Box 120, Old Steelworks Road  
Heavy Industrial Zone  
REDCLIFF**

**E – Mail address : *hr @zim.steelmakers.com***