

Graduate Trainee – Administration, Monitoring and Evaluation

Description

The Urban Development Corporation (UDCORP) under its mandate of encouraging and assisting Local Authorities in planning urban and development as well as improving the standard of living of the general populace of Zimbabwe is looking for a Graduate Trainee Administration, Monitoring & Evaluation to join our team.

Responsibilities

- Assist in Strategy Analysis, Monitoring, Evaluation and reporting.
- Assist in the Performance Evaluation process
- Carry out research and economic analysis
- Assist the Procurement and Administration Manager in executing general administration functions for the Corporation
- Ensuring proper filing of M&E documents including questionnaires, monitoring reports, and datasets among others
- Participating in regular data verification and audit exercises to assess the quality of data reported and address any anomalies identified
- Recording, managing, and preserving monitoring and evaluation data in a safe and accessible way.
- Coordinating office activities and ensuring compliance to company policies
- Managing office communications such as emails, phone calls, and correspondence
- Acting as a liaison between staff and management, and facilitating communication within the organization
- Organizing and scheduling meetings, events, and travel arrangements, and preparing agendas and reports

Qualifications

- Applicant must have a degree in Statistics/Maths/Economics or any other related field from a reputable University
- Previous experience in M & E will be an added advantage
- Must be self-motivated, eager to learn, and result-driven.
- Must be able to work under pressure and with minimum supervision.
- Must be a team player and able to fit in a dynamic environment.

Date posted

April 17, 2024

Contacts

To apply

Interested candidates should email their curriculum vitae and a motivational letter to recruitment@udcorp.co.zw on or before 23 April 2024 at 1600hrs