

REFORMED CHURCH UNIVERSITY

(A REFORMED CHURCH IN ZIMBABWE INSTITUTION)

P. O. Box 80
Masvingo
ZIMBABWE

Phone : +263 772 168 102
+263 774 849 138
+263 774 849 139
Fax : +263 39 263 768
Email : info@rcu.ac.zw
Website: www.rcu.ac.zw



Applications are invited from suitably qualified and experienced persons to fill the following vacancies which have arisen in the University:

POST A: SHOP ATTENDANT (x1)

DUTIES AND RESPONSIBILITIES

- Record daily sales transactions and prepare daily cash summaries.
- Reconcile cash, mobile money, and POS (point of sale) receipts at the end of each day.
- Assist in preparing monthly financial reports (Income statements).
- Assisting in inventory management
- Attending to, and resolving customer complaints
- Responsible for banking
- Performing other duties as assigned by the Supervisor

NB: This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Duties and responsibilities listed are essential job functions and exclude functions which are incidental to the performance of fundamental job duties

ATTRIBUTES

- Experience in Bookkeeping, Shopkeeping or Office Administration is an added advantage.
- Proficiency in accounting packages (e.g., Pastel, QuickBooks).

- Marketing skills, Strong communication and interpersonal skills and are essential.
- A team player
- Experience working in a shop or textile business will be an advantage.
- Proven track record in stock control, sales reporting, and customer service.

QUALIFICATIONS

- Applicants must have at least 5 O Levels, including English Language and Mathematics.
- A Diploma or Degree in Accounting, Finance, Business Administration, or Marketing from a recognized institution.
- At least 2 years' experience in a similar post.
-

POST B: FACTORY SUPERVISOR (x1)

DUTIES AND RESPONSIBILITIES

- Supervise and oversee the operations of the textile factory, managing production processes, ensuring quality standards, and promoting efficiency.
- Coordinate and assign tasks to factory workers, monitor their performance, and provide guidance and training as needed.
- Implement safety protocols and procedures to maintain a secure working environment for all employees.
- Collaborate with the Director of Business Development to align production goals with strategic business objectives.
- Conduct regular inspections and quality checks on finished products to verify compliance with specifications and customer requirements.
- Maintain inventory control, optimize resource utilization, and minimize waste in production processes.

- Address employee concerns and performance issues in a timely and constructive manner.

NB: This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Duties and responsibilities listed are essential job functions and exclude functions which are incidental to the performance of fundamental job duties

QUALIFICATIONS

- Bachelor's Degree in Textile Technology or Clothing & Fashion Design.
- Master's Degree in Textile Technology or Clothing and Fashion Design is an added advantage.
- 3–5 years' experience in garment manufacturing.
- Strong leadership and organizational skills.
- Knowledge of industrial sewing machines and production processes.

Interested candidates should submit application letter accompanied by detailed CVs, certified copies of certificates and recommendations from one's Minister of religion **ON OR BEFORE 12 November 2025**

All applications should be submitted to:

**The Registrar
Reformed Church University
P O Box 80
Masvingo
Zimbabwe**

OR emailed to hr@rcu.ac.zw

NB Women and differently – abled candidates are encouraged to apply

Only shortlisted candidates will be responded to.

