



ZIMBABWE CENTRE FOR HIGH PERFORMANCE COMPUTING VACANCY ANNOUNCEMENT

Messenger (1 Post)

Location: Finance and Administration

Zimbabwe Centre for High Performance Computing (ZCHPC), established under **Statutory Instrument 168 of 2019**, is seeking a reliable and efficient individual to join our team as a **Messenger**.

Role Summary:

The successful candidate will be responsible for delivering messages, documents, and packages within the company and to external clients. This role is vital for ensuring smooth communication and operational efficiency at ZCHPC.

Key Responsibilities:

- Deliver messages, packages and documents promptly and accurately.
- Maintain an organised schedule for deliveries and pickups.
- Ensure the proper handling and confidentiality of sensitive materials.
- Assist in administrative tasks as needed, including filing and data capturing.
- Maintain a professional demeanor while interacting with staff and ZCHPC clients.
- Any other duties that may be assigned from time to time.

Qualifications and Experience:

- **Minimum Qualification:** 5 Ordinary level passes including English Language and Mathematics.
- A qualification in Information Technology or equivalent from a recognised institution is required.
- Demonstrable understanding of HPC-related systems will be an added advantage.

Application Process:

To apply, submit the following:

1. Application letter
2. Certified copies of academic and professional certificates
3. Detailed CV (include full name, date of birth, qualifications, experience, and contact details of three referees).

Deadline: Applications must be received by **11 June 2025**. Please clearly indicate the position applied for.

Submission Address:

The Director

Zimbabwe Centre for High Performance Computing
High Performance Computing Centre Building
Zimbabwe Science Park 1
630 Churchill Avenue
Mount Pleasant
Harare, Zimbabwe

Email: hroffice@zchpc.ac.zw

Note: Only shortlisted candidates will be contacted for interviews. **Female candidates are strongly encouraged to apply.**