

Collective Bargaining Agreement – Welfare and Educational  
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IT is hereby notified in terms of section 80 of the Labour Act [*Chapter 28:01*], that the Minister of Labour and Social Services has approved the publication of the Collective Bargaining Agreement registered in terms of section 79 of the Act, set out in the Schedule.

SCHEDULE

NATIONAL EMPLOYMENT COUNCIL FOR THE WELFARE  
AND EDUCATIONAL INSTITUTIONS

COLLECTIVE BARGAINING AGREEMENT

This agreement replaces the 1st schedule of grading and job classification published in Statutory Instrument 102 of 2014.

Collective Bargaining Agreement entered into between Welfare and Educational Institutions Employers Institutions hereinafter referred to as the employer of the one part, and Zimbabwe Educational, Scientific, Social and Cultural Workers Union hereinafter referred to as the employees or trade union of the other party, being parties of the National Employment Council for the Welfare and Educational Institutions.

The NEC has embarked on a Job Evaluation process and it is migrating from the grading system of grades 1-10 to the Paterson method of grades A1 – C5. This is re-aligning the old structure of grades 1-10 to the new Paterson method of grades A1 – C5. The minimum wages that were published in Statutory Instrument 60 of 2013, have been re-aligned to the new grades. Further, the NEC has also incorporated new sectors and new jobs within the Welfare and Education industry.

Those employees whose grades have been reduced in terms of the job evaluation exercise shall maintain their existing personal remuneration. Those employees whose jobs have been elevated shall now be paid wages and benefits applicable to the new grade.

Notwithstanding the date of registration and publication hereof, this agreement shall be deemed to have come into operation with effect from the 1st of December, 2018.

1. Interpretation of terms

In this agreement—

“early childhood education development centres (ECDs)/Nursery Schools/Pre-Schools” means centres for the early development of children from the age two in preparation for primary education.

“employers association” means the Welfare and Educational Institutions Employers Association.

“employers Association dues” means contributions made by the employers for the administration of the Employers Association in terms of section 52 of the Labour Act [*Chapter 28:01*].

“independent A – Trust Schools” means schools which are run by registered trusts or board of governors whose employees are employed by the trusts or boards of governors.

“independent B – Private Schools” means schools which are run and managed by private individuals or organisations and whose employees are either employed by the private individuals or organisations.

“independent C – Private Colleges” means colleges which are run by private individuals or organisations which provide for academic and professional courses. The employees are employed by private individuals, organisations or registered companies.

“independent D – Home Schools A” means private schools which operate from a residential property or a home set up with an enrollment of between 1 – 50 students, which are run by individuals, organisations or private companies whose employees are employed by the same.

“independent D – Home Schools B” means private schools which operate from a residential property or a home set up with an enrollment of 51 students and above, which are run by individuals, organisations or private companies whose employees are employed by the same.

- “independent E – Boarding” means any boarding school whose employees are employed by SDCs which are not mission schools, independent schools, local authority schools or government schools.
- “independent F – Day - Urban” means any day school in urban areas whose employees are employed by SDCs which are not mission schools, independent schools, local authority schools or government schools.
- “independent F – Day - Rural” means any day school in rural areas whose employees are employed by SDCs which are not mission schools, independent schools, local authority schools or government schools.
- “mission boarding schools” means schools which are run by religious organisations as the responsible authority which offer boarding facilities. The employees are either directly employed by the responsible authority or SDC.
- “mission day schools” means schools which are run by religious organisations as responsible authorities which do not offer boarding facilities. The employees are either directly employed by the responsible authority or SDC.
- “mission hospitals and clinics” means health care institutions which are run by religious organisations and whose employees are employed by the responsible authority.
- “NEC levies” means levies which employers and employees are statutorily required to pay NEC for its operations and these are compulsory.
- “Non-Governmental Organisations” means registered Private Voluntary Organisations which operates in Zimbabwe and provide relief and developmental assistance to communities.
- “Private ECDs” means ECDs which operate on a private school and are run by private individuals, organisations or registered companies whose employees are employed by the same.
- “Religious Organisations (Administrative Offices)” means places where the church administration is done.

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- “Religious Organisations (Presbyteries and Convents)” means places where Ministers stay of their domiciles.
- “Rural ECDs” means ECDS which are located in a rural set up and are run by private individuals, organisations or registered companies whose employees are employed by the same.
- “Tertiary Institutions” means colleges, training institutions and universities which are run by non-governmental organisations e.g. religious organisations (Churches) or other organisations, whose employees are not employed by government or local authorities.
- “Trade Union” means the Zimbabwe Educational Scientific, Social and Cultural Workers Union.
- “Trade Union Dues” means the subscriptions which employees pay through check off system upon filling in stop order forms and employers are required to deduct and to remit to the Trade Union in terms of section 54 of the Labour Act [*Chapter 28:01*].
- “Trust ECDs” means ECDs/Nursery Schools/Pre-schools which operate under trust schools and are run by the board of governors or trusts whose employees are employed by the same.
- “Urban 1 ECDs” means ECDs which are located in low or medium density suburbs which are run by private individuals, organisations or registered companies whose employees are employed by the same.
- “Urban 2 ECDs” means ECDs which are located in high density suburbs which are run by private individuals, organisations or registered companies whose employees are employed by the same.
- “Welfare A” means registered Private Voluntary Organisations that provide institutional care to persons or animals and charge a nominal fee for the services and these rely on donations and grants.
- “Welfare B” means registered Private Voluntary Organisations providing institutional care to persons or animals but do not charge fees for the service.

“Welfare C” means institutions which are run by registered Private Voluntary Organisations as special education institutions and/or training institutions and rehabilitation institutions for physically and mentally handicapped people which are required to be registered in terms of the Education Act and Manpower Planning and Development Act. These charge fees for service provided.

“Welfare D” means registered private voluntary organisations which provide institutional care, support, protection, home and educational facilities to children who are orphaned, abandoned, and vulnerable and who are in need of care. These are run by local or international organisations, depend on donations and grants for funding and do not charge fees for the services provided.

## 2. Job Definitions

<b>POSITION</b>	<b>JOB DEFINITION</b>
Accounts Clerk	Means an employee engaged in accounting duties, handling and receiving money under supervision.
Accounting Officer/ Accounts Supervisor	Means an employee who wholly or substantially performs under supervision accounting operations for his or her employer, including the preparation of annual balance sheets and similar periodic financial statements and supervises junior staff.
Administrative Assistant	Means an employee who assists in administrative and secretarial support to the organisation.
Admissions Porter	Means an employee receiving patients on admission and helps them fill admission forms and accompany them to the wards after the admission process has been completed
Admissions Clerk	Means an employee who processes the admission of patients in a hospital and handles cash paid by patients or relatives and allocates beds in a ward, files and deals with confidential matters concerning patients.
Ambulance Driver	Means an employee primarily employed to transport patients to a health institution and provides first aid services during transportation.
Ambulance Technician	Means an employee responsible for provision of institutional ambulance services to clients.
Animal inspector	Means an employee engaged in the inspection and well-being of animals.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Animal inspector (Horse Stables)	Means an employee responsible for the care of horses, maintaining stables and preparation of horses for riding.
Area Officer	Means an employee who provides effective community mobilisation, carries out needs assessment, training and provides project selection and extension services during project implementation in given areas.
Artroom Assistant	Means an employee who generally maintains the cleanliness of an art room and assists in the preparation of all forms of art and craft material, including the mixing of paints, washing of brushes and other items under supervision
Assistant Accountant	Means an employee who assists in the accounting operations under the supervision of an Accountant.
Assistant Builder/Brick layer	Means an employee responsible for assisting the builder with any building and masonry work. The employee assists in carrying out general maintenance and repairs as well as construction of new brick/mortar structures as directed.
Assistant Carpenter	Means an employee responsible for assisting the carpenter in carrying out any carpentry work. The employee assists the carpenter to carry out general maintenance and repairs as well as construction of simple wooden structures as directed. The incumbent assists in carrying out carpentry work on institutions property such as doors, chairs, desks, tables as well as roofing and ceilings.
Assistant Catering Supervisor	Means an employee who assists the catering supervisor in the preparation and serving of food and beverages, supervises cooks and other kitchen staff and ensuring that the catering services are provided according to the laid down standards.
Assistant Cleaning Supervisor	Means an employee who deputizes the Cleaning Supervisor in supervising all general workers employed by an organisation to carry out cleaning and grounds maintenance work.
Assistant cook	Means an employee who assists in the preparations of meals, under supervision, and is capable of acting as a cook when necessary.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Assistant Electrician	The employee assists the electrician with routine maintenance & repairs on all electrical appliances, pumps, switchgear and cables. Assists the electrician to erect overhead electrical cables and/or install new armored cables.
Assistant Housekeeper	Means an employee who, under supervision is responsible for the care and welfare of residents in an institution and for general cleanliness, hygiene and the supervision of staff and the smooth running of institution who deputises the housekeeper.
Assistant Librarian	Means an employee with formal training or appropriate experience engaged in cataloguing, classification of books filing and keeping the library and its collection of books and materials in good order, under supervision.
Assistant Librarian Technician (Blind)	Means an employee with formal training or appropriate experience employed in a library for the blind, engaged in carrying out servicing and repairing of books, machines and tapes; cataloguing; classification of books, tapes and other non-book materials in good order, under supervision.
Assistant Painter	Means an employee responsible for assisting the painter with any paintwork. The employee assists in the painting of any old or new buildings and any other paint work as instructed.
Assistant Supervisor	Means an employee who deputizes for the supervisor in all aspects of supervision.
Baker	Means an employee who is fully conversant with and mainly engaged in the preparation of different confectioneries, but may also be involved in the preparation of other foods.
Banqueting Assistant	Means an employee responsible for preparing, setting up and tearing down chairs, tables and other equipment for conference and banqueting functions
Billing Clerk	Means an employee who issues invoices/bills to patients for items used during procedures or on discharge from the hospital.
Billing Supervisor	Means an employee who is responsible for receipting of drugs bought over the counter, food supplied, telephone bills etc. and all debtors payments, then processes the retail accounts and follow up R.D cheques while preparing banking on a daily basis.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Boarding Master/Matron	Means an employee who is responsible for the conduct, discipline and welfare of students in a boarding school.
Boiler attendant	Means an employee engaged in the operation and maintenance boilers which produce steam, including monitoring of high pressures and temperatures in accordance with safety requirements.
Book Binder	Means an employee who binds books.
Bookkeeper	Means an employee engaged in keeping books of accounts up to trial balance.
Builder (Class I)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who is responsible for constructing and repairing buildings.
Builder (Class II)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who is responsible for constructing and repairing buildings.
Builder (Class III)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who is responsible for constructing and repairing buildings.
Builder (Class IV)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who is responsible for constructing and repairing buildings.
Bursar (Excluding ATS Bursar)	Means an employee who is responsible for professional handling of all finances for educational institutions, submitting returns and the preparation of all books for audit.
Buyer	Means an employee who is responsible for purchasing of materials for use at an institution.
Brush cutter Operator	Means an employee who operates and maintains a brush cutting machine, cutting grass and weeds on the grounds, pathways and fence lines.
Cane Weaver	Means an employee responsible for weaving baskets and chairs.
Caretaker	Means an employee who is responsible for the care and safety of the employer's properties and premises.



<b>POSITION</b>	<b>JOB DEFINITION</b>
Carpenter (Class I)	Means an employee who provides carpentry services to the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Carpenter (Class II)	Means an employee who provides carpentry services to the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Carpenter (Class III)	Means an employee who provides carpentry services to the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Carpenter (Class IV)	Means an employee who provides carpentry services to the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Cashier	Means an employee who is responsible for receiving incoming cash, receipting and banking.
Catering Supervisor	Means an employee who is responsible for planning, coordinating and controlling all catering activities and supervising all catering staff.
Chainsaw Operator	Means an employee who operates a chainsaw, cuts trees/wood as required, cleans and maintains the machine.
Chalk maker	Means an employee who makes chalk
Chief Security Officer	Means an employee who is responsible for enforcing company security regulations, organizes trains, supervises and administers company internal security force.
Claims Officer	Means an employee responsible for the collection, preparation and administering of claim forms to enable the collection of the organisation's funds.
Classroom Assistant	Means an employee with no special qualifications who assist special school teachers, but who does not conduct any educational programs in a special care class or school.
Cleaner	Means an employee who is engaged in cleaning of the offices, windows, sweeping floors of grounds daily.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Cleaning Supervisor	Means an employee who supervises all general workers employed by an organisation to carryout cleaning and ground maintenance duties.
Clinic Administrator	Means an employee who oversees and manages the daily operations of a medical facility or clinic.
Clinic Sister/Registered General Nurse	Means an employee who runs the company premises ‘clinic and is responsible for treatment of the sick and gives advice to both workers and management on health issues, including safety awareness and those employed in the hospitals to provide quality general nursing care to patients as well as to check and restock emergency drugs and equipment.
Clinic/Hospital Assistant	Means an employee who is responsible for ensuring that patients’ information is correct and accurate and gives correct notes for the doctor and also advises patients on issues of nutrition, and health.
Clinical Secretary	Means an employee who takes care of doctor’s appointments and maintains all clinical records.
Cobbler	Means an employee responsible for providing and repairing all leather work outfits.
Commissionaire	Means an employee who directs visitors to building and records the times of their entries and exits therefrom.
Commodity Accountant/ Tracking Officer	Means an employee who ensures that the warehouse has proper accounting and reporting systems in place to effectively support management decisions in accordance with donor requirements.
Communication Assistant (Special School)	Means an employee who assists students with speech challenges.
Computer Laboratory Assistant	Means an employee who imparts computer knowledge to students under supervision.
Cook	Means an employee engaged in the preparation of meals following written instructions, coordinating other kitchen activities and the supervision of junior staff.
Credit Controller	Means an employee who ultimately is responsible for the granting of credit facilities and the collection of outstanding debts.
Creditors Clerk	Means an employee who receives statements and arranges payment of creditors.
Dairy/Poultry Attendant	Means an employee who cares and attends to daily needs of poultry and livestock and carries out other related duties.
Data capture Clerk	Means an employee who feeds or punches information into a computer.

<b>POSITION</b>	<b>JOB DEFINITION</b>
Debtors Clerk	Means an employee responsible for receiving, checking and posting of creditors or debtors invoices, makes payments and reconciling statements, prepares adjustments on journals and ensures monthly deadlines are met.
Deminer	Means an employee who engages in demining using a metal detector and basic hand tools for digging and cutting grass. Everything else on the detector would have been preset by a technician.
Demining Supervisor Section Supervisor	Means an employee responsible for the removing or safely detonating landmines in any area.
Deputy Night Superintended	Means a Registered General Nurse who is responsible for directing the delivery of total nursing care to patients and supervising nursing staff and other health care workers during the night.
Design Monitoring & Evaluation Officer	Means an employee who assists the Program Manager with the design and application of sound M & E systems and is also tasked with facilitating the design of relevant data collection tools for periodic, baseline, outcome and impact evaluation studies and the effective administration of the same.
Detergent Maker	Means an employee responsible for making detergents
Driver (Class 1 Licence)	Means an employee employed primarily to drive an omnibus and who is in possession of a class 1 driver's licence.
Driver (Class 2 Licence)	Means an employee employed primarily to drive heavy-duty vehicles except those that carry passengers (omnibuses) and who is in possession of a class 2 driver's licence.
Driver (Class 3 Licence)	Means an employee whose duties include the driving of a motorbike or a scooter and who is in possession of a class 3 driver's licence.
Driver (Class 4 Licence)	Means an employee whose duties include the driving of light vehicle and who is in possession of a class 4 driver's licence.
Duplicating machine operator	Means an employee responsible for operating and maintaining a duplicating machine.
Electrician (Class I)	Means an employee who is responsible for installing and maintaining electrical equipment of the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Electrician (Class II)	Means an employee who is responsible for installing and maintaining electrical equipment of the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Electrician (Class III)	Means an employee who is responsible for installing and maintaining electrical equipment of the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Electrician (Class IV)	Means an employee who is responsible for installing and maintaining electrical equipment of the organisation who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Emergencies and Special Projects Officer	Means an employee who provides effective project management implementation and training support to the organisation on all emergency and special projects
Enumerator	Means an employee responsible for contributing to the accurate targeting for feeding programs primarily through verification of registered beneficiaries and non-beneficiaries and/or complaints
Exotic Plant Hand	Means an employee who is employed to remove unwanted plants on the property by spraying and by hand.
Fence Maker	Means an employee who makes fence
Fencing	Means an employee who erects and maintains fences as per requirement. These include electric, plain wire and pole fences.
Field Officer	Means an employee who facilitates the implementation of all programs in the area of operation according to donor standards and guidelines.
Field Officer Positive Development	Means an employee who contributes to the goals and objectives of the Organisation by facilitating implementation of the Positive Development Programs.
Finance Officer	Means an employee who provides effective capturing of accounting information, safe keeping of accounting documents and processing of all transactions for the organisation.

<b>POSITION</b>	<b>JOB DEFINITION</b>
Food Monitor	Means an employee who monitors and supervises the day to day distributions of food within the school and solves problems encountered during the operations. He or she will foster good relations with local rural district officials, school heads and teacher in charge of the program in the schools to facilitate the smooth implementation of the feeding program in the district.
Frame Bender	Means an employee responsible for making and bending frames.
Fuel Attendant	Means an employee whose duties include the receiving and distribution of fuel.
Gardener	Means an employee engaged to carry out numerous gardening duties requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Lawn maintenance and cultivation. The use and maintenance of hand tools and basic light machinery.
Gatekeeper	Means an employee who controls the entrance to and exit from the employer's premises and who may also be involved in carrying out security patrols of the premises.
Gender and Advocacy Officer	Means an employee who contributes to the goals and objectives of the organisation by facilitating the implementation and management of all Positive and Development Projects in gender and advocacy.
General Hand	Means, without in any way limiting the generality of this definition, an employee who carries out unskilled work either indoors or outdoors, under supervision.
Gift in Kind (GIK) Coordinator	Means an employee who facilitates the GIK management process in the sector so as to ensure that there is a liaison between the GIK sector support offices and to plan, receive, distribute and report on all on behalf of the programme manager.
Groom	Means an employee who is employed to take care of horses.
Grounds man	Means an employee responsible for the general maintenance of the grounds and garden at the school. Main duties are to carry out numerous gardening duties, requiring a minimum amount of supervision. Soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Lawn maintenance and cultivation. The use and maintenance of hand tools and basic light machinery.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Guide/ Walking and Horse Trails	Means an employee who guides and informs guests on the fauna and flora of the estate either on horseback or walking.
Hand Launderer	Means an employee engaged in the washing and ironing by hand of articles of clothing or linen, which are normally subject to the process of laundering.
Handyperson 1	Means an employee who is employed on mechanical, electrical or carpentry work, boiler maintenance, welding, painting, repairs and renovations of a minor nature to his employer's property, who works under supervision and is not required to embark upon or carry out any task in occupations prescribed for trade designated or deemed to have been.
Handyperson 2	Means an employee who is employed on mechanical, electrical or carpentry work, boiler maintenance, welding, painting, repairs and renovations of a minor nature to his employer's property, who works under supervision, who has undergone a course of instruction from a vocational training institution, government polytechnic college or any registered training institution but does not possess a skilled worker's certificate and is not required to embark upon or carry out any task in occupations prescribed for trade designated or deemed to have been.
Head Cook	Means an employee who controls at least three cooks and is fully conversant with all aspects of the preparation and serving of meals, stock control, diets and ordering of supplies.
Head Driver	Means an employee who is responsible for the transportation of staff and goods and maintenance of vehicles and supervises other drivers.
Head Grounds person	Means an employee engaged in the organisation and supervision of grounds staff and who is responsible for the maintenance of tools and equipment and all aspects of the care and maintenance of grounds, car parks, walkways and similar areas.
Head of Production	Means an employee who manages production by assigning projects to the production team and managing the flow of production
Health Officer	Means an employee who provides leadership in facilitating and ensuring integration and implementation of health services, water and sanitation, nutrition, HIV/AIDS, food security using the integrated programming model

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Herbal Clinic Officer/ Herbalist	Means an employee who is responsible for growing, harvesting and processing of herbs and offers training to other organisations.
Horticulturist	Means an employee who is responsible for growing, selling and harvesting flowers, plants, shrubs and trees under the direction of a supervisor.
Hostel Aide	Means an employee responsible for the general cleanliness of residents' rooms and for taking general care of residents.
House Parent	Means an employee engaged in all aspects of the care of children being cared for in an institution which provides special care.
Housekeeper	Means an employee with formal training or appropriate experience, who is responsible for the care and welfare of residents in an institution and for general cleanliness, hygiene and the supervision of staff and the smooth running of the institution.
Human resources clerk	Means an employee who helps compile and maintain employee records for the organisation.
Infection Control Sister	Means an employee who is a State Registered General Nurse responsible for supervising infection control activities and instructing other nurses and health care workers on proper consultation procedures.
Instructor	Means an employee who provides training services to the organisation.
IT Assistant	Means an employee who assists in support and maintenance of the day to day operations of an organisation's management information systems through the provision of a client oriented service that focuses on the support of field staff and the implementation of innovative solution that automate business process and inform decision- making.
IT Officer	Means an employee who is responsible for the support and maintenance of the day to day operations of an organisation's management information systems through the provision of a client oriented service that focuses on the support of field staff and the implementation of innovative solution that automate business process and inform decision- making.
Junior Laboratory Assistant/Clerk	Means an employee who, under supervision cleans floors, equipment, collects and records laboratory sample.

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Junior librarian	Means an employee who provides assistance to librarians in library and research services and maintains the library and its collections
Junior Packer	Means an employee who carries out and collects, cleans, checks, packs and sterilizes equipment and sterile packs and trays to theatre and wards.
Kennel Attendant	Means an employee who is engaged in the cleaning, feeding and dipping of the animals under care.
Kitchen Stores clerk	Means an employee whose duties include the recording of all foodstuffs into cold-rooms, pantries and/or storerooms and is responsible for issuing the items concerned;
Kitchen/Dining Room Porter	Means an employee who generally cleans kitchenware and the kitchen and/or dining room.
Laboratory Assistant	Means an employee responsible to the teacher-in-charge of science whose duties include the preparation of materials equipment, washing-up cleanliness of laboratories and ancillary rooms etc.
Laboratory Technician	Means an employee who performs laboratory work without direct supervision but reports to a senior laboratory technician.
Laundry Aide/Assistant	Means an employee assisting in the washing and ironing of clothes.
Laundry Sorter	Means an employee who receives and records all types of clothing, linen, etc. for laundering and is responsible for their dispatch and receiving.
Laundry Supervisor	Means an employee responsible for supervising laundry employees and coordinating operations of the laundry, monitoring the quality of work and controlling the volume of production.
Librarian	Means an employee with formal training or appropriate experience responsible for all aspects of library administration, classification cataloguing, filing, book selection and acquisition as well as the supervision of the other library personnel.
Library Assistant	Means an employee engaged in keeping a library in good order and who carries out cleaning and general library duties as directed by the librarian.
Linen Repairs/ Seamstress	Means an employee who carries out repairs to garments and/or linen;
Logistics Assistant	Means an employee who assists in administrative support on fuel, procurement and security.



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<b>POSITION</b>	<b>JOB DEFINITION</b>
Logistics Officer	Means an employee who manages and administers fuel, procurement, transport and maintenance and security.
Machine Launderer	Means an employee engaged in washing and ironing articles of clothing and linen using an electric or mechanical laundry machine (such as a washing machine, a tumble drier, a roller iron or an extractor).
Marketing Assistant	Means an employee who assists in identifying markets and keeping an up-to-date list of potential donors both local and foreign.
Mechanic (Class I)	Means an employee who is responsible for repairing and maintaining vehicle engines and other machinery who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Mechanic (Class II)	Means an employee who is responsible for repairing and maintaining vehicle engines and other machinery who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Mechanic (Class III)	Means an employee who is responsible for repairing and maintaining vehicle engines and other machinery who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Mechanic (Class IV)	Means an employee who is responsible for repairing and maintaining vehicle engines and other machinery who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Messenger	Means an employee engaged wholly or substantially in delivering messages on foot or by bicycle or tricycle and whose duties may include deliveries to and from a bank.
Messenger/Cleaner	Means an employee specifically engaged in the conveying or delivery of letters, parcels or messages on foot or by bicycle and includes the making of tea or similar beverages.
Miller	Means an employee engaged in the grinding of grains for use at the employer's establishment.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Monitoring and evaluation assistant	Means an employee who assists the monitoring and evaluation officer to monitor and evaluate programs.
Motor Cycle Mechanic Trainer	Means an employee responsible for the maintenance of motor cycles so as to keep them in good working condition, timely servicing of fleet thus reducing costs and is also responsible for training and giving regular refresher courses for all motor cycle riders to ensure professional riding practices.
Motorbike Mechanic (Class I)	Means an employee who is responsible for repairing and maintaining motorbikes to keep them in a good and roadworthy condition and who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Motorbike Mechanic (Class II)	Means an employee who is responsible for repairing and maintaining motorbikes to keep them in a good and roadworthy condition and who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Motorbike Mechanic (Class III)	Means an employee who is responsible for repairing and maintaining motorbikes to keep them in a good and roadworthy condition and who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Motorbike Mechanic (Class IV)	Means an employee who is responsible for repairing and maintaining motorbikes to keep them in a good and roadworthy condition and who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Mower/Coffee Shop Assistant	Means an employee employed in the operation of a mowing machine and assists in the coffee shop.
Nurse Aide	Means an employee responsible for the general cleanliness of residents' rooms and for the general care of residents.
Nurse/Ward Aide	Means an employee engaged in assisting with nursing procedures under supervision, including feeding patients, cleaning wards and performing other functions as required.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Nursery Aide	Means an employee with no special qualifications who assists nursery school teachers but does not conduct any educational programs of a nursery school or class.
Nursery School Assistant	Means an employee with no special qualifications but who is capable of conducting educational programs or classes at such an institution.
Nursery School Teacher (Ministry of Education trained)	Means an employee who has been certified by the Ministry of Education after successful completion of a three-year course of training.
Nursery School Teacher (NGO trained)	Means an employee trained by an NGO for one year or more and recommended by the Ministry of Education.
Nursery School Teacher (NSTA trained)	Means an employee who has been trained by Nursery School Teachers Association and recommended by Ministry of Education.
Occupational Therapist	Means an employee who is responsible for providing occupational therapy services in an optimum environment for patients.
Office Administrator	Means an employee who manages, organizes and directs day to day operations of the organisation.
Office Orderly	Means an employee who is engaged in cleaning of offices, windows, mopping, sweeping floors, making tea and moving files/mail from one office to another.
Painter (Class I)	Means an employee who provides painting services in maintenance of the organisation's buildings and premises who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Painter (Class II)	Means an employee who provides painting services in maintenance of the organisation's buildings and premises who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Painter (Class III)	Means an employee who provides painting services in maintenance of the organisation's buildings and premises who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Painter (Class IV)	Means an employee who provides painting services in maintenance of the organisation's buildings and premises who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Payroll Officer/Salaries Officer	Means an employee responsible for administering, calculating and issuing payroll to employees.
Personal Assistant/Secretary	Means an employee who provides administrative, secretarial and record keeping services to the office of the Director.
Photocopier/ Copy Printer Operator	Means an employee who operates a photocopier and/or copy printer and is responsible for reporting faults and irregularities that inevitably occur from time to time.
Physiotherapist	Means an employee responsible for providing physiotherapy services to patients in an optimum environment.
Plumber (Class I)	Means an employee who is responsible for installing and repairing pipes and fittings for water, drainage and gas who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Plumber (Class II)	Means an employee who is responsible for installing and repairing pipes and fittings for water, drainage and gas who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Plumber (Class III)	Means an employee who is responsible for installing and repairing pipes and fittings for water, drainage and gas who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Plumber (Class IV)	Means an employee who is responsible for installing and repairing pipes and fittings for water, drainage and gas who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Pre-School Aide	Means an employee with no special qualifications who assists in the supervision of children who have not reached school age and are in the care of the establishment concerned.
Procurement Assistant	Means an employee responsible for assisting in the procurement of goods and services for the office in line with policy and given guidelines
Program Assistant	Means an employee who assists in providing support to programs on Monitoring and Evaluation, proposal development, documentation and gender
Program Officer	Means an employee who provides support to programs on Monitoring and Evaluation, proposal development, documentation and gender
Project Assistant	Means an employee who assists in performing a variety of administrative, coordinative and monitoring services to ensure efficient daily running of the food security and livelihoods office and in support of the program activities.
Project Secretary	Means an employee who provides administrative support for the efficient and effective implementation of project activities
Projects and Training Officer	Means an employee who identifies and keeps an up to date list of potential donors both local and foreign.
Receptionist/Clerk/Typist	Means an employee whose duties include the receiving of visitors, making appointments and other general office duties and in the case of an employee solely as a typist, typing at a speed of not less than 35 words a minute.
Records Clerk/Filing Clerk	Means an employee who provides records management and filing services.
Registered General Nurse	Means an employee who is trained and registered with the Health Professions Council who is trained to give care and administer treatment to patients at a clinic or hospital.
Rehabilitation Assistant	Means an employee responsible for assisting in physiotherapy or occupational therapy under the supervision of qualified staff.
Rehabilitation Equipment Hirer	Means an employee who is responsible for arranging the hiring of equipment which is used in the rehabilitation of patients.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Rehabilitation Technician	Means an employee responsible for restoring function to maximum level after injury or disability of a patient that is whether it is permanent or temporal, mental or physical actively and educates people on the prevention of disabilities or injuries.
Religious Teacher Propagator	Means an employee responsible for religious teaching and counseling.
Salaries Clerk	Means an employee who is responsible for processing salaries, wages and statutory payments accurately and timeously under supervision.
Sales Assistant	Means an employee who assists the salesperson/retailer in serving customers in a shop.
Sales Clerk	Means an employee who is responsible for handling cash registers, providing customer service and maintaining cleanliness/order in the shop.
Secretary: Clerical	Means an employee with appropriate formal training engaged in the carrying out of such secretarial functions as taking minutes, calling meetings, preparing agendas, keeping of records and other such duties.
Security Guard/ Watchperson	Means an employee who carries out routine patrol work and /or gate control duties to assist in the protection of the organisation's premises and the checking of personnel and goods in and out of the organisation.
Senior Accounts Clerk	Means an employee who is responsible for the work of an accounts clerk who is engaged in accounting duties, handling and receipting money.
Senior Admissions Clerk	Means an employee who is responsible for the work of admissions clerk, admission of patients, cash payments handling, bed allocation, filing, typing, e-mailing and faxing as well as handling patient's queries professionally and confidentially.
Senior Billing Clerk	Means an employee who is responsible for the work of billing clerk and processes, checks and updates all accounts/bills/invoices of a patient in a hospital and sends them to appropriate medical aid societies where applicable.
Senior Cane weaver	Means an employee responsible for weaving baskets and chairs and supervises junior cane weavers.
Senior Cook	Means an employee who is responsible for the preparation of meals, the purchasing of supplies, and the control of kitchen staff and who carries out duties as supervisor.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Senior Handyperson	Means an employee engaged in carrying out repairs without supervision; directing and controlling the work of caretakers and handyperson, routine maintenance of buildings and equipment and the preparation and compliance with maintenance schedule as may be required.
Senior Laboratory Assistant	Means an employee, who is in possession of a trade test certificate, or has been promoted, or with appropriate experience responsible for the supervision of other laboratory assistants.
Senior Laboratory Technician	Means an employee who has successfully completed a recognized laboratory technician's course and carries out work in a laboratory without direct supervision e.g. H.N.D in chemistry or microbiology.
Senior Mechanic (Class I)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who maintains and improves the overall condition and safety of all vehicles by ensuring high quality workmanship, regular vehicle servicing and supervision of vehicle maintenance.
Senior Mechanic (Class II)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who maintains and improves the overall condition and safety of all vehicles by ensuring high quality workmanship, regular vehicle servicing and supervision of vehicle maintenance.
Senior Mechanic (Class III)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who maintains and improves the overall condition and safety of all vehicles by ensuring high quality workmanship, regular vehicle servicing and supervision of vehicle maintenance.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Senior Mechanic (Class IV)	Means an employee who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ], who maintains and improves the overall condition and safety of all vehicles by ensuring high quality workmanship, regular vehicle servicing and supervision of vehicle maintenance.
Senior Messenger	Means an employee who performs the functions of a messenger together with such additional similar responsibilities as may be required.
Senior Nurse Aide	Means an employee who provides nursing care as delegated and supervises the work of junior nurse aide and cleaners.
Senior Packer	Means an employee who oversees a junior packer and collects, cleans, checks, packs and sterilises equipment and suppliers sterile packs and trays to theatre and wards while overseeing a junior packer.
Senior Transcriber/ Brailist	Means an Employee who converts print into braille or vice-versa and is responsible for supervising other braillists.
Senior Waiter	Means an employee who supervises other waiters in all their duties and is in charge of the cutlery and linen.
Speech Therapist	Means an employee who is responsible for controlling the quality of work and controlling the volume of production in accordance with the Medical Rehabilitation Council of Zimbabwe standards.
Step User	Means an employee who provides Sponsorship Operations on Step 1 and SD PLUS support to the ADP in establishing, maintaining and facilitating positive relationships between registered children and their sponsors, parents, communities and the Support Offices
Stores person	Means an employee who receives goods against an invoice, issues or allocates them to certain jobs, keeps records and whose duties also include handing out equipment and ensuring that it is returned into the storeroom/s.
Sub-editor	Means an employee who edits copies written by reporters and corrects spelling mistakes as well as grammatical errors.



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<b>POSITION</b>	<b>JOB DEFINITION</b>
Supervisor	Means an employee with appropriate experience responsible for the supervision of lower staff in any department of an institution as directed by employer.
Swimming Pool Attendant 1	Means an employee engaged in the general maintenance of a swimming pool and its surroundings, including the pumping and checking of the water level.
Swimming Pool Attendant 2	Means an employee engaged in the general maintenance of a swimming pool and its surroundings. His or her duties include the pumping and checking of water levels, as well as the control, monitoring and recording of the quality of the swimming pool water by the addition of solid, liquid or gaseous chemicals and the carrying out of simple water analysis tests.
Tailor	Means an employee engaged in cutting out and assembling garments and linen and in the repair of the same.
Teacher (qualified) (Excluding ATS Teacher)	Means an employee who holds a diploma in education and is qualified to teach and educate students according to guidelines provided by the national curriculum framework under the overall guidance of the Ministry of Education.
Teacher (untrained)	Means an employee who possesses at least 5 'O' levels who is engaged to teach students in a school or college.
Telephone/ Switch board Operator	Means an employee who is engaged in the operation of a telephone switchboard.
Tennis Court Attendant	Means an employee who maintains and upkeeps the tennis courts.
Theatre Porter	Means an employee who carries out general cleaning of theatre instruments and trolley and sluicing of linen, collecting and returning of patients to the wards after patients in the theatre and recovery room, and taking and collecting dispensary baskets.
Therapy aide	Means an employee responsible for assisting patients in therapies during their session.
Tractor Driver 1 (unlicensed)	Means an employee whose duties are primarily to drive a tractor, but who is not in possession of a class 5 driver's licence.

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<b>POSITION</b>	<b>JOB DEFINITION</b>
Tractor Driver 2 (licenced)	Means an employee whose duties are primarily to drive a tractor, but who is in possession of a class 5 driver's licence.
Transcriber/Braillist	Means an employee who converts print into Braille or vice-versa
Tuck shop Keeper/ Shopkeeper	Means an employee engaged in ordering goods, maintaining stocks, and keeping all items for sale and the selling of such goods.
Upholsterer	Means an employee who provides upholstery services to the institution.
Veterinary nurse	Means an employee responsible for supporting the Vet and ensures the welfare and comfort of all hospital patients.
Waiter/Waitress	Means an employee engaged wholly or substantially in serving meals or drinks, inside or outside the dining room/s of the establishment, and who assists in the preparation and cleaning of the dining room and kitchen and associated equipment and utensils.
Warehouse Assistant	Means an employee who assists the Warehouse supervisor in the management of records, inspection of trucks, stacking of commodities, receiving and dispatching of commodities.
Wash Officer	Means an employee responsible for community mobilization, selection and training of health promoters and community and school health club facilitators and monitoring the applied aspect of health club learning
Water Plant Attendant	Means an employee responsible for the maintenance and servicing of pumping equipment under supervision.
Water Tank Attendant	Means an employee engaged in the checking of water in tanks and ensuring that appropriate levels are maintained at all times, as well as carrying out other related duties;
Welder (Class I)	Means an employee who is responsible for repairing and maintaining any mechanical equipment within the organisation by welding who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class I in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].
Welder (Class II)	Means an employee who is responsible for repairing and maintaining any mechanical equipment within the organisation by welding who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class II in terms of the Manpower Planning and Development Act [ <i>Chapter 28:02</i> ].

<b>POSITION</b>	<b>JOB DEFINITION</b>
Welder (Class III)	Means an employee who is responsible for repairing and maintaining any mechanical equipment within the organisation by welding who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class III in terms of the Manpower Planning and Development Act [Chapter 28:02].
Welder (Class IV)	Means an employee who is responsible for repairing and maintaining any mechanical equipment within the organisation by welding who has been certified by the Registrar of Apprenticeship and Skilled Manpower as a skilled worker Class IV in terms of the Manpower Planning and Development Act [Chapter 28:02].
Workshop Supervisor	Means an employee who is responsible for day to day safe and efficient operation of the workshop and who supervises and/or train junior staff.
Youth Coordinator	Means an employee responsible for coordinating all the activities relating to youth and children an Organisation.

### 3. Job Grading Matrix

<b>GRADING MATRIX TABLE</b>			
<b>No.</b>	<b>POSITION TITLE</b>	<b>DECISION BAND</b>	<b>SUB GRADE</b>
1.	Exotic Plant Hand	A	1
2.	Gardener	A	1
3.	General Hand	A	1
4.	Groundsman	A	1
5.	Kitchen/Dining Room Porter	A	1
6.	Swimming Pool Attendant 1	A	1
7.	Tennis Court Attendant	A	1
8.	Admissions Porter	A	2
9.	Assistant Electrician	A	2
10.	Assistant Builder/Brick Layer	A	2
11.	Assistant Carpenter	A	2
12.	Assistant Painter	A	2
13.	Brushcutter Operator	A	2
14.	Cleaner	A	2
15.	Chainsaw Operator	A	2
16.	Dairy/Poultry Attendant	A	2

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
17.	Deminer	A	2
18.	Fencing	A	2
19.	Fuel Attendant	A	2
20.	Groom	A	2
21.	Hand Launderer	A	2
22.	Kennel Attendant	A	2
23.	Laundry Aide/Assistant	A	2
24.	Laundry Sorter	A	2
25.	Messenger/Cleaner	A	2
26.	Mower/Coffee Chop Assistant	A	2
27.	Office Orderly	A	2
28.	Swimming Pool Attendant 2	A	2
29.	Theatre Porter	A	2
30.	Water Tank Attendant	A	2
31.	Assistant Cook	A	3
32.	Horticulturist	A	3
33.	Junior Packer	A	3
34.	Library Assistant	A	3
35.	Machine Launderer	A	3
36.	Tractor Driver 1(Unlicensed)	A	3
37.	Waiter/Waitress	A	3
38.	Water Plant Attendant	A	3
39.	Assistant Cleaning Supervisor	B	1
40.	Assistant Housekeeper	B	1
41.	Baker	B	1
42.	Caretaker	B	1
43.	Commodity Accountant/ Tracking officer	B	1
44.	Cook	B	1
45.	Driver (Class 3 Licence)	B	1
46.	Duplicating Machine Operator	B	1
47.	Gatekeeper/Watchperson	B	1
48.	Guide/Walking and Horse trails	B	1
49.	Head Grounds person	B	1

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
50.	Hostel Aide	B	1
51.	Linen Repairs/Seamstress	B	1
52.	Machine Launderer	B	1
53.	Miller	B	1
54.	Nurse Aide	B	1
55.	Photocopier/Copy Printer Operator	B	1
56.	Rehabilitation Equipment Hirer	B	1
57.	Security Guard/Watchperson	B	1
58.	Senior Messenger	B	1
59.	Senior Packer	B	1
60.	Senior Waiter	B	1
61.	Shop Keeper/Tuckshop Keeper	B	1
62.	Tailor	B	1
63.	Therapy Aide	B	1
64.	Tractor Driver 2 (Licensed)	B	1
65.	Accounts Clerk	B	2
66.	Admissions Clerk	B	2
67.	Animal Inspector	B	2
68.	Art room Assistant	B	2
69.	Assistant Supervisor	B	2
70.	Billing Clerk	B	2
71.	Boiler Attendant	B	2
72.	Book Binder	B	2
73.	Cashier	B	2
74.	Claims Officer	B	2
75.	Classroom Assistant	B	2
76.	Cleaning Supervisor	B	2
77.	Communication Assistant-Special School	B	2
78.	Creditors Clerk	B	2
79.	Data Capture Clerk	B	2
80.	Debtors Clerk	B	2

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
81.	Demining Supervisor/Section Supervisor	B	2
82.	Driver (Class 4 Licence)	B	2
83.	Enumerator	B	2
84.	Handyperson 1	B	2
85.	Herbal Clinic Officer/Herbalist	B	2
86.	House Parent	B	2
87.	Junior Lab Assistant/Clerk	B	2
88.	Kitchen Stores Clerk	B	2
89.	Laboratory Assistant	B	2
90.	Nursery Aide	B	2
91.	Nursery School Teacher Assistant	B	2
92.	Pre School Aide	B	2
93.	Receptionist/Clerk/Typist	B	2
94.	Records Clerk/ Filing Clerk	B	2
95.	Rehabilitation Assistant	B	2
96.	Religious Teachers Propagator	B	2
97.	Salaries Clerk	B	2
98.	Sales Clerk	B	2
99.	Secretary - Clerical	B	2
100.	Step User	B	2
101.	Telephone Switchboard Operator	B	2
102.	Administrative Assistant	B	3
103.	Ambulance Driver	B	3
104.	Ambulance Technician	B	3
105.	Assistant Librarian	B	3
106.	Assistant Librarian Technician (Blind)	B	3
107.	Cane Weaver	B	3
108.	Chalk Maker	B	3
109.	Clinic/ Hospital Assistant	B	3
110.	Clinical Secretary	B	3
111.	Cobbler	B	3

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
112.	Commissionaire	B	3
113.	Computer Laboratory Assistant	B	3
114.	Detergent Maker	B	3
115.	Driver (Class 2 Licence)	B	3
116.	Fence Maker	B	3
117.	Frame Bender	B	3
118.	Handyperson 2	B	3
119.	Human Resources Clerk	B	3
120.	Logistics Assistant	B	3
121.	Nurse/Ward Aide	B	3
122.	Procurement Assistant	B	3
123.	Programme Assistant	B	3
124.	Project Assistant	B	3
125.	Project Secretary	B	3
126.	Senior Cook	B	3
127.	Stores person	B	3
128.	Upholsterer	B	3
129.	Veterinary Nurse	B	3
130.	Warehouse Assistant	B	3
131.	Driver (Class 1 Licence)	B	4
132.	Head Cook	B	4
133.	Junior Librarian	B	4
134.	Laundry Supervisor	B	4
135.	Nursery School Teacher (NSTA)	B	4
136.	Sales Assistant	B	4
137.	Senior Accounts Clerk	B	4
138.	Senior Admissions Clerk	B	4
139.	Senior Billing Clerk	B	4
140.	Senior Cane Weaver	B	4
141.	Senior Handyperson	B	4
142.	Senior Laboratory Assistant	B	4
143.	Senior Nurse Aide	B	4
144.	Supervisor	B	4

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
145.	Clinic Administrator	B	5
146.	Billing Supervisor	B	5
147.	Credit Controller	B	5
148.	Head Driver	B	5
149.	Housekeeper	B	5
150.	IT Assistant	B	5
151.	Laboratory Technician	B	5
152.	Monitoring & Evaluation Assistant	B	5
153.	Nursery School Teacher (NGO Trained)	B	5
154.	Transcriber/Braillist	B	5
155.	Youth Coordinator	B	5
156.	Boarding Master/Matron	C	1
157.	Builder (Class IV)	C	1
158.	Buyer	C	1
159.	Carpenter (Class IV)	C	1
160.	Catering Supervisor	C	1
161.	Chief Security Officer	C	1
162.	Electrician (Class IV)	C	1
163.	Food Monitor	C	1
164.	Head of Production	C	1
165.	Instructor	C	1
166.	IT Officer	C	1
167.	Librarian	C	1
168.	Mechanic Class (IV)	C	1
169.	Marketing Assistant	C	1
170.	Motorbike Mechanic (Class IV)	C	1
171.	Nursery School Teacher (Ministry of Education Trained)	C	1
172.	Painter (Class IV)	C	1
173.	Personal Assistant/Secretary	C	1
174.	Plumber (Class IV)	C	1
175.	Projects Officer	C	1
176.	Rehab Technician	C	1



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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
177.	Senior Lab Technician	C	1
178.	Senior Mechanic (Class IV)	C	1
179.	Senior Transcriber/Brailist	C	1
180.	Sub Editor	C	1
181.	Teacher (Untrained)	C	1
182.	Welder (Class IV)	C	1
183.	Accounting Officer/Accounts Supervisor	C	2
184.	Area Officer	C	2
185.	Assistant Accountant	C	2
186.	Builder ( Class III)	C	2
187.	Carpenter (Class III)	C	2
188.	Electrician (Class III)	C	2
189.	Field Officer	C	2
190.	Gender and Advocacy Officer	C	2
191.	Gift in Kind Coordinator	C	2
192.	Health Officer	C	2
193.	Logistics Officer	C	2
194.	Mechanic (Class III)	C	2
195.	Monitoring & Evaluation Officer	C	2
196.	Motorbike Mechanic (Class III)	C	2
197.	Motorcycle Mechanic Trainer	C	2
198.	Painter (Class III)	C	2
199.	Payroll Officer/Salaries Officer	C	2
200.	Plumber (Class III)	C	2
201.	Program Officer	C	2
202.	Projects and Training Officer	C	2
203.	Senior Mechanic (Class III)	C	2
204.	Wash Officer	C	2
205.	Welder (Class III)	C	2
206.	Bookkeeper	C	3
207.	Builder (Class II)	C	3
208.	Bursar	C	3
209.	Carpenter (Class II)	C	3

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GRADING MATRIX TABLE			
No.	POSITION TITLE	DECISION BAND	SUB GRADE
210.	Electrician (Class II)	C	3
211.	Emergencies and Special Projects Officer	C	3
212.	Field Officer Positive Development	C	3
213.	Mechanic (Class II)	C	3
214.	Motorbike Mechanic (Class II)	C	3
215.	Painter (Class II)	C	3
216.	Plumber (Class II)	C	3
217.	Senior Mechanic (Class II)	C	3
218.	Wash Officer	C	3
219.	Welder (Class II)	C	3
220.	Builder (Class 1)	C	4
221.	Carpenter (Class I)	C	4
222.	Clinic Sister/Registered General Nurse	C	4
223.	Deputy Night Superintend	C	4
224.	Design, Monitoring & Evaluation Officer	C	4
225.	Electrician (Class I)	C	4
226.	Finance Officer	C	4
227.	Infections Control Sister	C	4
228.	Mechanic (Class I)	C	4
229.	Motorbike Mechanic (Class I)	C	4
230.	Office Administrator	C	4
231.	Occupational Therapist	C	4
232.	Painter (Class I)	C	4
233.	Physiotherapist	C	4
234.	Plumber (Class I)	C	4
235.	Senior Mechanic (Class I)	C	4
236.	Speech Therapist	C	4
237.	Teacher (Qualified) (Excluding ATS)	C	4
238.	Welder (Class I)	C	4
239.	Workshop Supervisor	C	4

*Declaration*

The Employers' Organisation and the Trade Union having arrived at the agreement set forth herein, the undersigned hereby declare that the foregoing is the agreement arrived at, and affix their signatures hereto.

Signed at Harare on behalf of the Employers and Employees on this 6th day of February, 2019.

J. T. MAWIRE,  
Chairperson – National Employment Council for Welfare  
and Educational Institutions.

R. MAMBO,  
General Secretary for the National Employment Council  
for Welfare and Educational Institutions.

P. C. CHINGOKA  
Chairperson of the Welfare & Educational Institutions  
Employers Association.

S. N. MUTINDINDI,  
General Secretary of the Zimbabwe Educational Scientific  
Social and Cultural Workers Union.

