

VACANCY NOTICE

In line with the Corporation's strategic initiatives towards increased value addition and foreign currency generation, Minerals Marketing Corporation of Zimbabwe (MMCZ), is seeking for a suitably qualified and experienced candidate to fill in the following position:

SALES EXECUTIVE - GRADE D2

Reporting to the Marketing Manager, this position exists to enable efficient and accurate sales and marketing strategies of mineral products to different markets globally.

The incumbent will be responsible for: -

- Developing and implementing budgets, marketing plans, marketing and business development strategies for product portfolio.
- Developing international markets, logistics strategies and identifying mineral sources in line with annual marketing plan.
- Pricing of portfolio products within specified parameters and in line with international market trends.
- Negotiating, preparing and administering the implementation of export and local sales contracts.
- Gathering market intelligence, compiling and analyzing information on current production and pricing trends.
- Supervising the analysis and verification of mineral consignments before exports.
- Supervising Sales/Shipping Clerks and supplying information needed for processing of export documents.
- Preparing and reviewing of product portfolio budgets.
- Preparing managerial and other international protocol reports for portfolio minerals.
- Preparing and making presentations on minerals portfolio at both domestic and international forums.
- Advising stakeholders of regulations governing the sale of minerals in Zimbabwe and marketing conditions of portfolio minerals.
- Developing and maintaining healthy relationships with producers, agents, customers and other key stakeholders.
- Ensuring that all proceeds on product portfolio minerals are fully accounted for.
- Any other relevant duties as assigned by the superior.

Minimum Academic Qualifications and Experience

- Marketing or Mining related degree.
- Diploma in Gemmology.
- At least 2 years relevant experience in marketing, mineral identification and evaluation and familiarity with the mining industry.
- Membership to a recognised institution is an added advantage.
- Knowledge of minerals especially semi-precious and precious stones.
- A Clean Class 4 Driver's licence.

Interested candidates must submit their applications, curriculum vitae and certified copies of relevant professional and academic certificates clearly indicating the position being applied for, to:

The Human Resources & Administration Manager
Minerals Marketing Corporation of Zimbabwe
90 Mutare Road
Msasa
P Bag 2628
HARARE

or email to: salesexecutive@mmcz.co.zw

Closing Date for applications is **29 July 2025**. *Only short-listed candidates will be contacted for an interview.*

Revealing Zimbabwe's mineral wealth & heritage