HCCL HOLDINGS
Hwange Colliery Company Limited Holdings

VACANCY



ARCHIVIST

Hwange Colliery Company Limited Holdings, a local mid-tier organisation with investments in Mining, Real Estate, Health Care, Agriculture, Energy, and Financial Services has a vacancy under the **Hwange Mining and Processing Company** for an **Archivist**. Applications are invited from suitably qualified candidates who meet the following minimum requirements.

KEY RESULT AREAS

- Supporting institutional memory preservation, legal and regulatory compliance, business continuity, historical reference requirements and implementation of archival best practices.
- Implement preservation and conversation strategies to protect records from damage and deterioration.
- Oversee scanning, indexing and migration of records to electronic document management systems.
- Ensure adherence to records retention schedules, data protection and archival policies.
- Facilitate timely retrival of records for staff and authorized users.
- Educate staff on proper records handling and filling procedures.
- maintain accurate registers and prepare monthly reports.
- Evaluate records for retention, archival and secure disposal.

PERSON SPECIFICATION

- Mature individual (25 +years), with strong analytical and research skills.
- Knowledge of archival preservation principles and practices.
- Ability to maintain high levels of confidentiality and attention to detail and accuracy.
- Strong organizational and documentation skills.
- Good communication and stakeholder engagement skills.
- Ability to manage archival inventories and retrieval systems.
- Knowledge of disaster recovery and preservation planning.

JOB SPECIFICATIONS

- Degree in Archives and Records Management, Library and Information Science, Information Management Heritage Studies or equivalent.
- Minimum 3 years experience in archives or records management environment.
- Professional qualification in Archives Administration or Records Management will be added advantage.
- Training in digital prevervation, archival conservation or electronic records management will be advantageous.
- Computer literacy, knowledge of archival management systems.

Applications from interested qualified candidates accompanied by a detailed CV, copies of certified educational and professional certificates are to be submitted on or before **14 August 2026** to:

email: careers@hwangecolliery.co.zw

NB - HCCL Holdings does <u>NOT</u> recruit through agents nor do we charge any fees for recruitment or job applications



MAIN HWANGE OFFICE
Address: *HCCL General Office, Coronation Drive, Hwange, Zimbabwe*
Tel: *+263 812823101/7*

HARARE OFFICE
Address: *112 Swan Drive, Alexandra Park, Borrowdale, Harare, Zimbabwe*
Tel: *+263 242781986*

BULAWAYO OFFICE
Address: *ZITF Site A7-09, Bulawayo, Zimbabwe*
Tel: *+263 292272444*

Coal Sales: +263 785771236 (Call and WhatsApp)

coal@hwangecolliery.co.zw | www.hwangecolliery.co.zw

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