



VACANCY

RECORDS ASSISTANT

Hwange Colliery Company Limited Holdings, a local diversified mid-tier company with business interests in Mining, Real Estate, Health Care, Energy, Agriculture and Financial Services has a vacancy under the **Hwange Mining and Processing Company** for a **Records Assistant**.

Applications are invited from suitably qualified candidates who meet the following minimum requirements.

KEY RESULT AREAS

- **Records Administration:** Support the management of physical and electronic records across HCCL Holdings by ensuring accurate classification, filing, tracking, retrieval and disposal in line with approved records management policies and procedures.
- **Compliance and Efficiency:** Enhance records accessibility, audits readiness, regulatory compliance, operational efficiency and preservation of corporate information assets.
- **Records Management System Maintenance:** Overseeing indexing, coding, barcoding and database updates within the records management system.
- **Records Movement Control:** Maintain the records movement register and monitor the check in and check-out of files.
- **Reporting:** Prepare and submit monthly records reports and statistics.
- **Stakeholder liaison:** Work with departments to ensure adherence to proper records creation and submission standards.
- **Registry and Archive Management:** Maintain a clean, organized registry and archive area. Maintain clean, organized registry and archive area.

PERSON SPECIFICATION

- Mature individual aged 25-45 years with strong analytical, communication, and interpersonal skills.
- High attention to detail and accuracy.
- Ability to handle confidential information with the utmost professionalism and integrity.
- Proven ability to work effectively under pressure and meet deadlines.
- sound problem-solving and decisionmaking abilities.
- Ability to adhere to and maintain established records management standards and procedures.

JOB SPECIFICATIONS

- Diploma or Higher National Diploma in Records Management, Library and Information Science, Archives Administration, Information Management, Business Administration or equivalent.
- Degree will be an added advantage.
- Computer literacy with proficiency in Microsoft Office applications.
- Knowledge of Electronic Document and Records Management Systems (EDRMS).
- At least 2 years experience in records management, registry administration, archives management or a related administrative environment.
- Experience in records filing systems, records tracking, document control and registry operations.
- Exposure to digitization projects will be an added advantage.

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 NOT recruit through agents nor do we charge any fees for recruitment or job applications



MAIN HWANGE OFFICE

Address: HCCL General Office,
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HARARE OFFICE

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