HCCL HOLDINGS
Hwange Colliery Company Limited Holdings

VACANCY



INVESTIGATIONS OFFICER

Hwange Colliery Company Limited Holdings, a local diversified organisation with investments in Mining, Real Estate, HealthCare, Agriculture, Energy, and Financial Services has a vacancy for the position of **Investigations Officer** under the Mining and Processing Company. This position reports to the Security and Loss Control Administrator. The ideal candidate for the post should be organized, creative and analytical with a passion to support the HCCL Business Improvement Plan (BIP).

KEY PERFORMANCE AREAS

- Planning, launching and driving cases from initial report to final resolution within set time frames
- Maintaining a balanced caseload, minimizing case backlogs and ensuring timely turnaround times
- Fact finding and gathering – securing physical, digital or documentary evidence
- Documentation and Reporting – compiling factual, clear and comprehensive investigation reports that can withstand administrative scrutiny
- Internal Communication – providing objective updates to management
- Inter–agency communication – coordinating professionally with Law enforcement, Legal counsels when escalated actions are required.

PERSON SPECIFICATION

- High Integrity person
- Clean Class 4 drivers Licence
- 3 years' experience in Investigations
- Knowledge of Criminal Law, Labour Law and Data protection

EDUCATIONAL AND PROFESSIONAL QUALIFICATION

- 5 'O' Levels including English, Science and Maths
- Completed Police/ Security Training
- Diploma in Police Studies/Security management

Applications from interested candidates accompanied by a detailed CV, copies of certified educational and professional certificates are to be submitted on or before **16 October 2026** to:

The Senior Human Capital Manager
Hwange Colliery Company Limited Holdings
P O Box 123
Hwange

Or email:
careers@hwangecolliery.co.zw,
indicating post applied for in caps on subject.

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)
www.hwangecolliery.co.zw

Certified to ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015