



PFURA RURAL DISTRICT COUNCIL DEPARTMENTS



HUMAN RESOURCES AND ADMINISTRATION

Core Functions:

- Appointments and employee resourcing
- Orientations and Inductions
- Staff Training, Development and Research
- Disciplinary and Grievance handling
- Administer employee conditions of services
- Performance Management
- Change Management and organisational reengineering
- Coordination and consolidation of reports for the organisation
- Transport management
- Management of Council assets and control of inventory
- Human Resources Management

Contact Person: L. Jakata

Title: Human Resources and Administration Manager

Cell: 0773817243

Email: jakatal@pfurardc.com

PROCUREMENT MANAGEMENT UNIT

Core Functions:

- Development of annual procurement plans (individual and comprehensive)
- Administration of tenders
- Sourcing of goods and services
- Conduct disposal of obsolete public assets
- Report on Council procurement services
- Disposal of Council assets

Contact Person: Mr. Chigova

Title: Procurement Officer

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FINANCE

Core Functions:

- Financial resource mobilisation for Council
- Budget formulation and budgetary control
- Preparation of financial reports
- Plan and execute effective internal controls
- Financial advisory role to Council
- Maintains liaison with financial institutions

Contact Person: A. Boroma

Title: Treasurer

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SPATIAL PLANNING & LAND MANAGEMENT

Spatial Planning and Development

Core Functions:

- Facilitates preparation of layout plans for district
- Processing of development and sub division permits
- Enforces development control through plans approval, building inspections and assessments
- Facilitates preparation of district annual plans reviews, annual programmes
- Provision of valuation and land survey services
- Administer the use of communal land and settle land disputes

Environmental Management and Stewardship

Core Functions:

- Put in place Environmental control measures and ensure compliance
- Formulation of greening and livestock production programmes
- Overseeing the implementation of sustainable environmental and agricultural programmes
- Assisting in policy formulation to safeguard natural resources
- Monitoring mining and other land extraction activities in the district in line with applicable statutes
- Facilitates proponents to come up with environmental impact assessments

Contact Person: E. Jori

Title: District Planner

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AUDIT

Core Functions:

- Assess, evaluate and improve on internal checks and control systems
- Monitor the financial administration and procedures of Council
- Assess the cost effectiveness of projects undertaken by Council
- Avail audit reports to Audit Committee and Management
- Giving assurance and advisory services on internal and financial control systems
- Facilitate the conducting of external audits

Contact Person: Mr. Chirindira

Title: Internal Auditor

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HOUSING, COMMUNITY AND SOCIAL SERVICES

Core Functions:

- Prepare and monitor the performance of the health and education budget
- To monitor and supervise non-governmental organisations operations in the district
- Provision of ambulance services
- Provision of Housing services
- Provision of education and social amenities
- Provision of burial and cremation services
- Provision of informal sector facilities
- Ensure the sustainable management of water and sanitation facilities in the district
- Gender mainstreaming

Contact Person: R. Takundwa

Title: Social Services Officer

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ENGINEERING SERVICES

Core Functions:

- Facilitate provision of water supplies and distribution
- Develop and maintain all roads, bridges, irrigation schemes and all council owned projects in the district
- Solid and Liquid waste management
- Provision and maintenance of roads infrastructure
- Provision and maintenance of public lighting
- Provision of civil protection, fire and disaster management services
- Provision and maintenance of Council assets
- Administer council tender processes
- Advise council on technical issues
- Manage ZINARA road fund
- Develop and administer council transport/vehicle management policies

Contact Person: E. Chitsungo

Title: District Engineer

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'a socially and economically empowered community by 2030'