



Achieving Business Excellence Through Standards

Applications are invited from suitably qualified persons to fill the post of Training Administrator that has arisen within the Standards Association of Zimbabwe. Purpose of the job is to administer standards-based trainings, update and maintain training documentation and carry out the administrative activities within the Training Section.

Training Administrator

Main Responsibilities

- Coordinate training schedules and logistics, ensuring timely delivery of training programs.
- Manage training venues, equipment, and resources.
- Coordinate with trainers and participants to ensure smooth training delivery.
- Prepare and update training documentation including, procedures, monthly reports, weekly training schedules and training material
- Prepare quotations for clients
- Promote upcoming course to new and existing clients
- Ensures that invoices are submitted to the Finance department before the end of the month
- Assist in the preparation of Management Review Meetings
- Keeps all minutes/resolutions of the Management Review and maintains records thereof

Job Specifications

- Degree in Training/Administration /Marketing or related field
- Training in management systems series of standards
- At least 2 years' experience
- Ability to training is an added advantage

How to Apply

Individuals who meet the basic requirements and are interested in this position should send applications and detailed CVs to hr@saz.org.zw by 17 May 2026.