

**EMBASSY OF THE  
TO THE UNITED STATES**



**REPUBLIC OF ZIMBABWE  
OF AMERICA**

## **JOB VACANCY NOTICE**

The Embassy of the Republic of Zimbabwe to the United States of America invites qualified, competent, and motivated individuals to apply for the following position at the Embassy's Chancery in Washington D.C.:

### **AVAILABLE POSITION**

- Consular Clerk

### **KEY RESPONSIBILITIES**

- To welcome and attend to the Embassy's consular clients.
- To respond to consular questions from clients, including over the phone.
- To recognize Zimbabwe's official documents, including identity, educational, and driving license documents.
- To explain the Zimbabwe identity documents' application process
- To assist clients to fill out the application forms for the official identity documents.
- To explain to clients the repatriation of remains (to Zimbabwe) process; and to process these requests as per the guidelines.
- To authenticate American and Zimbabwean documents, as per the respective guidelines.
- To receive, record, and issue out identity documents to clients.
- To receipt consular fees received from clients.
- To compile a consular database.
- To draft consular advisories as per the direction provided by management.
- To properly maintain the Office supplies, register in liaison with Administration.
- To provide consular research via the Internet, media etc as directed by management.
- To assume the duties of the Receptionist in the absence of the incumbent.
- Any other duties that may be assigned by management.

### **MINIMUM REQUIREMENTS**

- Relevant office management qualifications
- Minimum of 2 years of work experience
- Strong communication and interpersonal skills
- High standards of integrity and professionalism
- Ability to work in a multicultural environment
- Authorized to work in the United States

### **HOW TO APPLY**

Interested candidates should submit:

- Application letter

- Detailed Curriculum Vitae (CV)
- Certified copies of academic and professional qualifications

### **REMUNERATION & BENEFITS**

- Will be disclosed to shortlisted candidates

Applications should be sent to:  
general@zimembassydc.org

**Closing Date:** 18 February 2026

*Issued by the Embassy of the Republic of Zimbabwe to the USA*