

Talent Acquisition

Register and apply for employment in the Public Service

The Public Service Commission is responsible for the identification and management of human capital for entry level posts in Government Ministries. The talent acquisition process involves attracting, selecting and appointing suitable candidates to fill vacant posts within the Public Service either on permanent or temporary conditions of service. In Talent Acquisition, the **functions** of the Commission are as follows:

- Maintains a database of prospective candidates with requisite qualifications, competencies and skills to fill current and future vacant posts
- Analyses line ministries establishment strengths, wastage returns, and vacancy returns to determine manning levels for the purposes of appointments, transfers, regrading and re-appointments.
- Implements and reviews talent acquisition policies and procedures for efficient, effective and responsive service delivery in the Public Service.

The talent pool is created through online registration via the **Public Service Commission's Website, www.psc.gov.zw**. University and College graduates, O' and A' Level school leavers can register from wherever they are for employment opportunities in the Public Service. The registration can also be done through walk ins to the Public Service Commission Offices.

The registered candidates are then selected for interviews and appointment to various Government Ministries through the **HRMIS SAP system** on a first come first served basis with attention to **gender equity and inclusivity**.

All applications should have the following attachments:-

- A Curriculum Vitae
- Certified copies of academic and professional qualifications
- Certified copy of birth certificate
- Certified copy of national identity card (biometric compliant).

How to Register and Apply for Employment in the Public Service Online

1. Visit the **Public Service Commission's Website** www.psc.gov.zw
2. Click on Human Resources
3. Click on Vacancies
4. Click on the link on "How to register and apply for employment in the Civil Service."
5. Follow instructions given thereafter