



CITY OF MUTARE

OFFICE OF THE TOWN CLERK

VACANCY: ICT NETWORK ADMINISTRATOR: GRADE 11x1

Applications are invited from suitably qualified, experienced, self-motivated and task oriented individuals to fill the above positions that have arisen within the Office of the Town Clerk.

THE PERSON SPECIFICATION

- BSc Computer Science or equivalent from recognized institutions
- Professional qualification in Networking from a reputable institution is a must
- SOPHOS XG firewall certification is a must.
- Applicant should have at least five years' experience in the field of Networking.
- Membership to a relevant professional is an added advantage.
- Local Government experience will be an added advantage.
- Knowledge of active directory and domain controller.

KEY RESULT AREAS

- Network infrastructure management.
- Network security and compliance.
- Performance monitoring and optimization.
- Trouble shooting and incident response.
- User support and access management.
- Documentation and reporting.
- Support digital transformation initiatives and smart city infrastructure.

KEY COMPETENCIES

- Ability to communicate effectively
- Ability to work effectively, both independently and within a team
- Ability to handle pressure and work with minimum supervision

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the office of the Town Clerk no later than 10 October 2025. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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