



CITY OF MUTARE

OFFICE OF THE TOWN CLERK

VACANCY: SYSTEMS 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 database administration like Oracle/ Microsoft certification.
- Applicants should have at least five years' experience in the field of Database Administration.
- Membership to a relevant professional is an added advantage.
- Local Government experience will be an added advantage.
- Knowledge of Active directory and domain controller.
- Experience in managing Microsoft SQL, MySQL, PostgreSQL and Progress servers.

KEY RESULT AREAS

- Database design and architecture
- Database installation, configuration and maintenance.
- Performance monitoring and tuning.
- Data security and access control.
- Data integrity and quality assurance.
- Backup, recovery and disaster preparedness.
- Reporting and documentation.

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”

TEL: 02020-64412

WHATSAPP: +263 775 792 461

FACEBOOK: The City of Mutare

TWITTER: @CityOfMutare

WEBSITE: www.mutarecity.org

City of Mutare
Civic Centre
P O Box 910
MUTARE

K. B. CHAFESUKA
TOWN CLERK