



# CITY OF MUTARE

## OFFICE OF THE TOWN CLERK

### **VACANCY: ICT WEB SERVICES 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/ Information Technology or equivalent from recognized institutions.
- Professional qualification in Web administration, cyber security or cloud hosting from a reputable institution is a must.
- Applicant should have at least five years' experience in the field of Web administration.
- Membership of a relevant professional body is an added advantage.
- Local Government experience will be an added advantage.

#### **KEY RESULT AREAS**

- Website maintenance and updates.
- Server and hosting management.
- Technical support and trouble shooting.
- Security and compliance.
- Collaboration and development support.
- Analytics and performance optimization.
- Develop web applications.

#### **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 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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**FACEBOOK:** The City of Mutare

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K. B. CHAFESUKA  
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