



CITY OF MUTARE

HOUSING AND COMMUNITY SERVICES DEPARTMENT

VACANCY: ASSISTANT SPORTS OFFICER (ACADEMY MANAGEMENT) GRADE 7

Applications are invited from suitably qualified, experienced, self-motivated and task-oriented individuals to fill the above position that has arisen within the City's Housing and Community Services Department.

THE PERSON SPECIFICATIONS

- 5 'O' levels
- Diploma in sport management or equivalent
- Sports administration certificate or equivalent
- At least 3 years of experience working in a similar environment

KEY DUTIES AND RESPONSIBILITIES

The incumbent will be reporting to the Sports Officer and will be responsible for:

- Academy operations and administration
- Academy programming and delivery support
- Formulation of Academy playing and coaching philosophies
- Marketing and fundraising
- Maintaining stakeholder and parent relations
- Arranging travel plans for the team for away trips.
- Ensuring compliance with rules and policies.
- Organizing sporting events such as tournaments.
- Organize team meetings and practice sessions.

Applicants should submit 6 certified hard copies of academic and professional certificates together with 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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K.B CHAFESUKA
TOWN CLERK