



# CITY OF MUTARE

## HOUSING AND COMMUNITY SERVICES DEPARTMENT

### VACANCY: EDUCATION OFFICER GRADE 10

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

#### **The Person Specification**

- Degree in Administration/Educational Administration or equivalent
- 5 “O” levels including English and Mathematics
- Applicants should have at least **three years experience** in a similar environment.

#### **KEY RESULT AREAS**

**The incumbent will be reporting to the Principal Community Services, Parks and Education and will be responsible for the following**

- Process registration of new educational institutions by relevant government ministries.
- Monitoring and management of Council schools income generating projects
- Acting as the election officer for schools during annual general meetings
- Implementing Education laws, policies and regulations
- Implementing approved education and sports development plans, strategies and council decisions
- Providing technical and professional advice in bursary management
- Organizing and Facilitating teachers training programs
- Coordinating school inspection and sports programs
- Assisting in exam scheduling and administration for Council schools
- Perform and other duties within the scope of this job as assigned by superiors.

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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K. B. CHAFESUKA  
**TOWN CLERK**