



# CITY OF MUTARE

## OFFICE OF THE TOWN CLERK

### VACANCY: GRADUATE TRAINEE – CORPORATE COMMUNICATIONS: GRADE 9

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

#### THE PERSON SPECIFICATION

- Degree in mass communication, media studies/ public relations or any related field with at least lower second class (2.2).
- 5 'O' levels including English and Mathematics with a Grade C or better.
- Multi-skilled and efficiency in Ms Office, Corel and Adobe master collection
- Excellent communication and team skills
- Not more than 25 years.

Applicants should submit 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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**TWITTER:** @CityOfMutare

**WEBSITE:** [www.mutarecity.org](http://www.mutarecity.org)

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P.O. Box 910  
**MUTARE**

**K.B CHAFESUKA**  
**TOWN CLERK**