



# CITY OF MUTARE

HOUSING AND COMMUNITY SERVICES DEPARTMENT

## VACANCY: ESTATES AND PROPERTIES OFFICER II GRADE 9

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

- 5 O' levels including English and Mathematics
- Higher National Diploma in Property and Estate Management or equivalent
- Degree in Real Estate Management is an added advantage
- Applicant should have at least **three years experience** at a similar environment.

### KEY RESULT AREAS

The incumbent will be reporting to the Senior Estates and Properties Officer and will be responsible for the following

- Value all types of properties for endowment fees, rating, sale, mortgage, lease and acquisition.
- Prepares statements in connection with objections to rating valuations.
- Supervises and implements training programs for Estates Clerks
- Analyses data essential for the determination of values
- Formulation of valuation models
- Implements Work Plans
- Negotiate on behalf of the City for the sale and lease of property
- Prepares the Land Bank Register
- Prepares reports to Council relating to the allocation (sale or lease) of Municipal land.
- Handles various queries and complaints from the public in matters relating to property valuation and administration.
- Ensures compliance with Operations and Procedure Manual

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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**FACEBOOK:** The City of Mutare

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K. B. CHAFESUKA  
**TOWN CLERK**