



CITY OF MUTARE

HOUSING AND COMMUNITY SERVICES DEPARTMENT

VACANCY: CLERICAL ASSISTANT: GRADE 4x2

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 including English
- Certificate in Secretarial Studies or equivalent
- Degree in Local Governance or Development Studies is an added advantage
- 1 year work experience in a similar environment

KEY DUTIES AND RESPONSIBILITIES

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

- Initiating agreements of sale and cession processes
- Initiating account opening process
- Preparing interments for burials
- Any other duties within reason may be assigned by supervisors.

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"

TEL: 02020-64412
TWITTER: @CityOfMutare

WHATSAPP: +263 775 792 461
WEBSITE: www.mutarecity.org

FACEBOOK: The City of Mutare

City of Mutare
Civic Centre
P O Box 910
MUTARE

K.B CHAFESUKA
TOWN CLERK