



CITY OF MUTARE

TOWN CLERKS DEPARTMENT

VACANCY: CORPORATE COMMUNICATIONS OFFICER (CUSTOMER CARE) GRADE 10X1

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

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- 5 'O' Levels including Maths and English
- Degree in Communications/ Media Studies/Marketing or equivalent from a recognized institution
- Full member of a recognized professional body will be an added advantage.
- 4 years experience in a similar environment.
- Local Government experience will be an added advantage.

DESIRED COMPETENCES

- Interpersonal and networking skills
- Technology savvy
- Excellent Communication Skills
- High integrity

DUTIES AND RESPONSIBILITIES

The incumbent will be reporting to the Principal Corporate Communications and Marketing Officer and will be responsible for:

- Communicating service delivery issues to customers through various media channels
- Handling the city's communications risk and opportunities profile.
- Managing the city's brand and reputation
- Operating council website, editing, writing and production of council newsletter and promotional materials
- Supervising, and coordinating work of subordinates in line with the approved performance management system
- Any other duties that may be assigned by the supervisor from time to time.

Applicants should submit 6 certified hard copies of academic, 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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WEBSITE: www.mutarecity.org

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K.B. CHAFESUKA
TOWN CLERK