



# CITY OF MUTARE

## RE-ADVERTISEMENT OFFICE OF THE TOWN CLERK

### VACANCY : GRADUATE TRAINEES: GRADE 9

Applications are invited from young, ambitious, committed and highly motivated graduates to undergo an intensive 3 year graduate learnership program in the following fields within the Office of the Town Clerk.

#### 1. Human Resources x1

- Bachelor's degree in Human Resources ;Social Sciences or any related field with at least lower second (2.2) class
- Minimum of 5 "O" levels including English Language and Mathematics with Grade C or better
- A minimum of 3 "A" levels in the relevant subjects
- Not above 25 years
- Excellent communication and team skills

#### 2. Procurement x1

- Bachelor's degree in Purchasing and Supply Chain or any related field with at least lower second (2.2) class
- Minimum of 5 "O" levels including English Language and Mathematics with Grade C or better
- A minimum of 3 "A" levels in the relevant subjects
- Not above 25 years
- Excellent communication and team skills

Applicants should submit six (6) certified copies of academic and professional certificates and their CVs to the office of the Town Clerk no later than **20 November 2023**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

**"EQUAL EMPLOYMENT OPPORTUNITY"**

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**TWITTER:** @CityOfMutare

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CHAFESUKA K. B  
**ACTING TOWN CLERK**