



CITY OF MUTARE

VACANCY: TOWN CLERK GRADE 16

Applications are invited from suitably qualified and experienced persons to fill the vacant post of **TOWN CLERK**.

PURPOSE OF THE JOB

The Town Clerk is the Accounting Officer and Chief Advisor of Council and is expected to proffer overall leadership in the provision of service and strategic direction to the City in line with stakeholder expectations. As the Administrative Head of Council / Accounting Officer, it is imperative that the individual occupying the post of Town Clerk is a person of integrity motivated by the desire for efficient and effective service delivery

MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Mayor and to Council Committees, the Town Clerk's accountabilities are:-

- **Strategic Planning and Alignment to National Strategy** - Guiding Council in determining the Local Authority's vision, mission and values and ensuring that they are aligned to national aspirations.
Leading management in setting the Local Authority's short, medium and long-term goals so as to guide all Council activities.
Providing leadership and counsel in the formulation of broad corporate strategies, policies and standard operating procedures relating to service delivery, corporate governance, stakeholder management, investment and economic development in line with government priorities, programs and the Local Authority's vision and performance standards.
Ensuring implementation of council resolutions.
- **Service Delivery** - Ensuring adequate and quality service delivery.
Coordinating the Local Authority's programs implementation whilst ensuring integration and synergy with other arms of government.
- **Performance Management and Administration** – Setting performance benchmarks for Heads of Departments in line with IRBM (Whole of Government Performance Management System) and spearheading quarterly performance reviews to enable monitoring of strategy execution.
Ensuring the implementation of all resolutions of Council by respective Heads of Departments and officials.
- **Corporate Governance** – Ensuring organizational stability through design and implementation of viable systems and procedures.
Providing corporate governance advice to Councillors and management.
Ensuring that all committees of Council are adequately constituted and functional.
Providing administrative interface between the local authority and relevant government ministries, departments, agencies and other stakeholders.
Reviewing policies for alignment and initiating changes as and when necessary.
Ensuring adherence to internally established control systems and procedures.
- **Financial Management** – Ensuring adequate resource mobilisation to support strategy implementation.
Providing oversight on budgeting, reporting and auditing in council.
Controlling council expenditure and ensuring that the local authority operates within the budget
- **Local Economic Development** – Ensuring compliance with dictates of the relevant economic clusters in the fulfilment of national development programmes
Ensuring local economic development through exploitation of local endowments.
Creating a conducive environment for investment.
- **Stakeholder and Community Engagement** – Promoting the image and programmes of the Local authority through sound stakeholder engagement strategy.
Ensuring representation of the local authority in relevant stakeholder platforms.
Ensuring an open-door policy with all relevant stakeholders

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- A degree in Administration, Local Government, Politics, Business Studies, Accounting, Social Sciences, Law, Engineering or any relevant degree from a reputable university.
- Post Graduate qualification in Business Administration, Public Sector Management or relevant qualification will be an added advantage.
- At least 10 years Local Government experience in senior management position is mandatory.
- At least 35 years old.
- Not older than 55 years of age.
- A citizen of Zimbabwe.
- A clean criminal record.
- A clean record of service within the local government fraternity
- A clean class 4 Drivers License

Remuneration package commensurate with the status of this position will be disclosed to shortlisted candidates.

If you are interested and possess the above qualifications and are Zimbabwean with a high degree of initiative and visionary approach to change management then submit an application with ten (10) certified copies of academic and professional certificates and their detailed CVs to His Worship, The Mayor, City of Mutare or Drop in the Tender Box in the Mayor's Office at The Civic Centre, Mutare. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

Closing Date: 31 January 2024

Time: 1600hrs

“EQUAL EMPLOYMENT OPPORTUNITY”

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COUNCILLOR S. CHABUKA
HIS WORSHIP THE MAYOR