



# CITY OF MUTARE

## VACANCY: GENERAL HAND

Applications are invited from suitably qualified and experienced person to fill the vacant post of **General Hand**

### PURPOSE OF THE JOB

Applications are invited from suitably qualified, experienced, honest, self-motivated and task-oriented individuals to fill the above position that has arisen within the Sakubva Industrial Hub (SIH) (Pvt) Ltd (SIHPL), a public –owned private Special Purpose Vehicle (SPV) formed by the City of Mutare (COM) and the National Social Security Authority (NSSA) for the construction and operation of the Sakubva Industrial Hub (Green market). The successful candidate will report to the Administration Secretary.

### MAIN DUTIES AND RESPONSIBILITIES

- Sweeping and racking the grounds around the Administration block.
- Sweeping and racking the grounds around the Administration block.
- Emptying bins.
- Providing water for use in toilets.
- Placing order for toiletries / detergents.
- Cleaning pavements.
- Preparing lunch and cleaning dishes.
- Undertaking messenger's tasks.
- Cleaning toilets and offices.
- Performing any other duties as assigned by the immediate supervisor.

### MINIMUM REQUIREMENTS

- 5 'O' level passes
- Driver's license is an added advantage

### EXPERIENCE

- One year working in a similar position

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

If you are interested and possess the above qualifications with a high degree of initiative and visionary approach to change management then submit an application with five (5) certified copies of academic and professional certificates and detailed CVs to the Office of The Town Clerk, City of Mutare, Civic Centre, Mutare.

**Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.**

**Closing Date: 01 February 2024**

**Time: 1600hrs**

**“EQUAL EMPLOYMENT OPPORTUNITY”**

**TEL:** 02020-64412

**WHATSAPP:** +263 775 792 461

**FACEBOOK:** The City of Mutare

**TWITTER:** @CityOfMutare

**WEBSITE:** [www.mutarecity.co.zw](http://www.mutarecity.co.zw)

City of Mutare  
Civic Centre  
P O Box 910  
**MUTARE**

CHAFESUKA K. B  
**ACTING TOWN CLERK**