



# CITY OF MUTARE

## VACANCY: ADMINISTRATION SECRETARY

Applications are invited from suitably qualified and experienced persons to fill the vacant post of **Administration Secretary**

### **PURPOSE OF THE JOB**

Applications are invited from suitably qualified, experienced 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 Project Manager.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Managing and maintaining the Project Manager's diary of appointments.
- Typing all correspondences from the Project Manager.
- Taking minutes for Management and Board meetings.
- To provide high level confidential support to the Project Manager by providing a full secretarial and administrative service.
- Ensuring that effective planning and administrative systems are in place and maintained efficiently and effectively.
- Producing reports for the Project Manager's presentation to the Board and ensure that the Project Manager is well prepared for the meetings.
- Organising travel arrangements for the Project Manager.
- Receiving emails and correspondences and providing responses.
- Supervising the cleaner to ensure that the Project Manager's office is clean.
- Employee records management.
- Ensuring statutory returns are processed within stipulated deadlines e.g. NSSA, PAYE and Pension.
- Maintaining Human Resources Management records and keeping abreast with the latest HR trends and best practices.

### **MINIMUM REQUIREMENTS**

- 5 'O' levels including English language.
- Diploma in Administration/ Secretarial Studies.
- Computer proficiency in Excel, PowerPoint.
- ICDL
- Class 4 Driver's licence

### **PERSONAL ATTRIBUTES**

- Good communication skills

### **EXPERIENCE**

- 4 years working in administration

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**

4 years working in administration

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Candidates who are interested and possess the above qualifications with a high degree of initiative and a proactive 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.

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**BILLER CODE:** 54065

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