



CITY OF MUTARE

HOUSING AND COMMUNITY SERVICES DEPARTMENT

VACANCY: SMEs OFFICER GRADE 9 x 1

Applications are invited from suitably qualified, experienced, self-motivated, and task oriented individuals to fill the above position within the Housing and Community Services Department.

The Person Specification

- Bachelor of (Honors) Degree in Business Management / Entrepreneurship/equivalent.
- 5 “O” Levels including Mathematics and English.
- Applicant should have at least **two years experience** in a similar environment.

KEY RESULT AREAS

The incumbent will be reporting to the Principal Community Services, Parks and Education Officer and will be responsible for the following:

- Implementing context-specific SMES models.
- Budgeting and controlling, forming partnerships and linkages with financial institutions, government ministries, and development institutions.
- Monitoring and evaluating service delivery and revenue performance of SMEs.
- Coordinating Micro Enterprises (Vending) and SMEs.
- Conducting marketing research to establish stakeholders.
- Preparing and updating SMEs database for City of Mutare.
- Compiling periodic reports for Principal Community Services, Parks, and Education Officer.
- Producing monthly market statistics to be used for planning and business development.

Applicants should submit (6) certified copies of academic and professional certificates and their CVs to the office of the Town Clerk **no later than 25 October 2024**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates

“EQUAL EMPLOYMENT OPPORTUNITY”

TEL: 02020-64412

WHATSAPP: +263 775 792 461

FACEBOOK: The City of Mutare

TWITTER: @CityOfMutare

WEBSITE: www.mutarecity.org

City of Mutare
Civic Centre
P O Box 910
MUTARE

K. B. CHAFESUKA
ACTING TOWN CLERK