



CITY OF MUTARE

HEALTH SERVICES DEPARTMENT

VACANCY: ASSISTANT DIRECTOR- CLINICAL SERVICES: GRADE 13

Applications are invited from suitably qualified, experienced, self-motivated, and task-oriented individual to fill the above position that has arisen within the Health Services Department.

THE PERSON SPECIFICATIONS

A Medical Practitioner registered in Zimbabwe with the Medical and Dental Practitioners' Council having:

- A Bachelors of Medicine and Surgery (MBChB), MBBS/equivalent
- At minimum of three years of working experience.
- Masters in Public Health is an added advantage
- Be in possession of a clean class 4 driver's license.
- Be in possession of a valid practicing certificate.
- Possess a clean criminal record.
- A citizen of Zimbabwe
- A clean record of service within the local government fraternity.
- Registration with a professional body is an added advantage.
- Diplomacy and ability to demonstrate positive leadership skills.
- Good Team Building Skills.
- Strong interpersonal and networking skills.

DUTIES AND RESPONSIBILITIES

The incumbent will be reporting to the Director of Health Services and will be responsible for the following:

- Responsible for the complete running, coordination and day to day supervision of the Clinical Services Division.
- Leads the medical functions of Primary Health Care, Family Health, Community Health and Public Health Services.
- Provides medical oversight, enforces health statutes and rules.
- Provides supervision of Physicians, Clinical Officers and Allied Health professionals in the department.
- Provide direct patient care and performs related duties as required.
- Responsible for the financial control i.e. revenue/expenditure of the Clinical Health Division.
- Responsible for liaison with all other departments in relation to mutual responsibilities and implementation of council policies.
- Preparation of health reports for the council committees and other government departments.

- Performance appraisal of clinical personnel in line with Integrated Results Based Management (IRBM)
- Performs any other duties that may be assigned by the head of department.

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 13 December 2024**. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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K.B. CHAFESUKA
TOWN CLERK