



CITY OF MUTARE

CHAMBER SECRETARY DEPARTMENT

VACANCY: CHAMBER SECRETARY GRADE 15

Applications are invited from suitably qualified, experienced, self-motivated, and task-oriented individuals to fill the vacancy of **CHAMBER SECRETARY**.

PURPOSE OF THE JOB

Reporting to the Town Clerk, this is a senior post in Council which involves:

- Organizing and supervising the provision of Secretarial services to all Council Committees and involves inter-alia:
 - a) Preparing and distributing minutes of the proceedings of the Council and its committees
 - b) Preparing and distributing agendas and notices of any Mayoral, Council, or Committee meetings:-
 - Following up on the implementation of Council resolutions.
 - Efficient administration which includes the provision of security services, maintenance of an efficient records system, etc.
- Providing legal advice.
- Liaising with Council external lawyer.
- Representing Council in litigation proceedings.
- Overseeing Council municipal police.
- Overseeing Council rescue and emergency services.
- Providing administration services.

QUALIFICATIONS AND EXPERIENCE

- A degree from a recognized university in arts, social sciences or law
- At least three (3) years of post-qualification experience in middle management
- Local government experience is an added advantage.
- A clean class four driver's licence.

PERSONAL ATTRIBUTES

- Possess a clean criminal record
- A clean record of service within the local government fraternity.
- Diplomacy and ability to demonstrate positive leadership skills.
- Good Team Building Skills.
- Strong interpersonal and networking skills.

A remuneration package commensurate with the status of the position will be disclosed to shortlisted candidates.

Applicants should submit six (6) certified hard 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.**

Only shortlisted candidates will be contacted.

“EQUAL EMPLOYMENT OPPORTUNITY”

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K. B. CHAFESUKA
TOWN CLERK