



CITY OF MUTARE

SPATIAL PLANNING DEPARTMENT

VACANCY: TOWN PLANNER: GRADE 10 X 1

Applications are invited from suitably qualified, experienced, honest, self-motivated and task-oriented individuals to fill the above position that has arisen within the Spatial Planning Department.

The successful candidate will report to the Principal Town Planner.

THE PERSON SPECIFICATION

- Bachelor's Degree (Hons) in Rural and Urban Planning / equivalent recognized by ZimCHE.
- Membership to a recognized professional body e.g (Zimbabwe Institution of Regional and Urban Planners)
- Distinct computer skills (e.g. AutoCAD and GIS).
- At least five (5) years of experience in a similar environment, two of which should be in a local, authority or government set up.
- Possession of a clean class 4 driver's licence.
- Citizen of Zimbabwe.

KEY RESULT AREAS

- Development Control in line with the Regional, Town and Country Planning Act-Chapter 29:12.
- Processing of applications for development permits.
- Processing of subdivision, consolidation, applications and special consent.
- Preparation of site and layout plans.
- Planning and management of public transport.
- Forward planning – preparation of master, local and layout plans.
- Preparation of Town Planning reports.
- Supervising Town Planning Technician.
- Preparation of departmental/sectional budget.
- Performance appraisals for sub-ordinates.
- Ensuring value for money and reducing operational costs and risks.
- Development and refinement of Standard Operating Procedures (SOPs).

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 28 March 2025**. 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
TOWN CLERK