



# CITY OF MUTARE

## CHAMBER SECRETARY DEPARTMENT

### VACANCY: AMBULANCE TECHNICIAN II: GRADE 6X4

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

#### **THE PERSON SPECIFICATION**

- 5 'O' Levels with a good pass in English, Mathematics and Science
- Valid Allied practicing certificate.
- Ambulance Technician Certificate.
- A Clean Class 2 or 4 driver's license.
- One year experience.

#### **DUTIES AND RESPONSIBILITIES**

- Checks and tests the ambulance vehicle for any mechanics /accident damages
- Checks ambulance equipment for defects and reports any faults to the EMT
- Cleans and disinfects the ambulance
- Stocks up and fills the first jump bag with relevant medical sundries
- Drives the ambulance and responds to calls and minor emergency cases.
- Attends to, and diagnoses patients, renders low-level emergency medical care, such as the use of bandages to control bleeding, giving oxygen to patients and maintaining a clear airway, of fractured limbs, checking patient's blood pressure, completing the patient's report form and general reassurance of both patients and relatives.
- Assists ILS and ALS in the management of patients.
- Receipts ambulance fees or raises credit notes as per the procedure.
- Reconcile ambulance fees and hand them to the cashier

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”**

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**FACEBOOK:** The City of Mutare

**TWITTER:** @CityOfMutare

**WEBSITE:** [www.mutarecity.org](http://www.mutarecity.org)

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**K.B CHAFESUKA**  
**TOWN CLERK**