



CITY OF MUTARE

SPATIAL PLANNING DEPARTMENT

VACANCY: TOWN PLANNING TECHNICIAN: GRADE 9 X3

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 Senior Town Planner.

THE PERSON MINIMUM SPECIFICATION

- Diploma in Rural and Urban Planning / equivalent recognized by ZimCHE
- Membership to a recognized professional body (Zimbabwe Institution of Regional and Urban Planners)
- Distinct computer skills such as AutoCAD and GIS
- At least three (3) years of experience in a similar environment, of which one should be in a local authority or government setup
- Possession of a clean class 4 driver's licence
- Citizen of Zimbabwe

KEY RESULT AREAS

- Participate in Development Control in line with the Regional, Town and Country Planning Act Chapter 29:12.
- Site plan draughting and manning of drawing office.
- Building plan appraisals
- Building inspections for Shop Licensing.
- Processing of applications for subdivision, consolidation, special consent applications
- Advising clients on planning issues.
- Updating and maintaining the Town Planning register.
- Preparation of monthly reports.
- Maintaining discipline among subordinates
- Performance appraisal for subordinates.

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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K.B CHAFESUKA
TOWN CLERK