



CITY OF MUTARE

CHAMBER SECRETARY'S DEPARTMENT

VACANCY: LEGAL MANAGER GRADE 13

Applications are invited from suitably qualified and experienced persons to fill the vacant post of **LEGAL MANAGER**.

THE PERSON SPECIFICATION

- Bachelor of Law Honours Degree (LLBS)
- BL and LLB
- Registered as a Legal Practitioner, Notary Public and Conveyancer
- At least three years post-qualification experience.
- A citizen of Zimbabwe
- A clean criminal record
- A clean record of service within the local government sector.

DUTIES AND RESPONSIBILITIES

The incumbent will be reporting to the Chamber Secretary and will be responsible for the following duties responsibilities:-

- Servicing Council committees and subcommittees
- Provide legal advice to Council
- To undertake a constant review of Municipal by-laws and policies.
- To keep under review all Council contracts including the way leave agreement and notorial deeds of servitude for the Council.
- To deal with Council conveyancing issues.
- Drafting speeches and organizing Civic functions and receptions.
- Liaise with Council's external lawyers.
- Handling the litigation portfolio.
- Any other duties as delegated by the Chamber Secretary.

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