

EXTERNAL CIRCULATION



CITY of HARARE



OFFICE OF THE TOWN CLERK

1. **JOB** : **Head - Corporate Communications**
2. **GRADE** : **4**
3. **REPORTING TO** : **Town Clerk**

4. JOB PURPOSE :

Responsible for driving the City's Communications, Marketing and Customer Service Strategy with the objective of enhancing the City's corporate brand and reputation.

5. KEY RESULT AREAS

- Developing, leading and executing the City's Media Strategy
- Communicating service delivery issues to customers through various media channels
- Managing the city's communications risk and opportunities profile.
- Managing the city's brand and reputation
- Managing council website, editing, writing and production of council newsletter and promotional materials
- Handling council press, information and communication activities
- Supervising, and coordinating work of subordinates in line with the approved performance management system
- Promoting the City as a tourism and investment destination

6. QUALIFICATIONS

7. Degree in Communications/ Media Studies/Marketing or equivalent
 - An MSc /MBA/MBL or equivalent
 - Full member of a recognized professional body

- Drivers Licence a **must**

8. EXPERIENCE

- 7 years' experience of which 3 years must be at a senior level
- Local Government experience will be an added advantage

9. PERSONAL ATTRIBUTES

- Interpersonal and networking skills
- Technology savvy
- Excellent Communication Skills
- Strategic alignment
- High integrity

10. REMUNERATION

- A competitive remuneration package will be disclosed to short listed candidates
- The successful candidate shall be on a 5-year renewable performance based contract and this is appraised on an annual basis.

Detailed application letter, curriculum vitae with details of three professional referees, copies of certified academic and professional qualifications should submitted be

The Acting Human Capital Director
P.O Box 1680,
Rowan Martin Building
Harare OR **Hand deliver to Records office, Basement, Rowan Martin Building**

To arrive not later than20 March 2023.....

Canvassing will disqualify applicants

City of Harare is an equal opportunities employer.