

CITY OF BULAWAYO



TOWN CLERK'S DEPARTMENT

VACANCY

ECONOMIC DEVELOPMENT OFFICER (GRADE 10)

The following position has arisen within the City of Bulawayo

1.	JOB TITLE	Economic Development Officer (Grade 10)
2.	POST REPORTS TO	City Economic Development Officer
3.	JOB PURPOSE	<ol style="list-style-type: none">1. Administration of Economic Development and general advocacy for best practice in economic upliftment.
4.	MAIN RESPONSIBILITIES/JOB SUMMARY	<ol style="list-style-type: none">1. Ensuring that investment proposals are processed expeditiously by working in close liaison with all key players in project approval2. Inviting where necessary, applicants for face to face interviews in order to eliminate and/or avoid red tape;3. Implementation of Council resolutions on investment proposals by liaising with applicants and advising them of Council decisions on their applications;4. Drafting speeches, preparation of notes and presentations for His Worship the Mayor on matters related to investment, business, commerce and industry5. Administration of Economic Development Items6. Execution of any other duties as directed by seniors.
5.	QUALIFICATIONS REQUIREMENTS	<ol style="list-style-type: none">1. A degree or higher diploma in Business Studies, Economics or Finance.2. A good command of English Language and ability to write good reports is desirable in order to effectively communicate with various business people.3. Possession of a clean driver's licence (Class 4)

6.	EXPERIENCE AND SKILLS	<ol style="list-style-type: none"> 1. A minimum of 5 years; working experience with a local authority or similar corporate experience 2. A through knowledge of Council Structures 3. Be conversant with Council operations and demonstrate good knowledge in the administration of Council matters.
7.	BENEFITS	The salary payable reflects the level of responsibility in the organisation and it is backed by benefits which include contributory pension fund, a Medical Aid Scheme, generous vacation, occasional and sick leave entitlements and essential car user allowances. The details of the remuneration package will be revealed to shortlisted applicants only.

Applications in envelopes clearly marked “**Confidential**” – **Economic Development Officer** should be sent along with a comprehensive Curriculum Vitae and copies of relevant academic/professional certificates supported by 3 professional traceable referees.

NB: Incumbency to public office is subject to possession of a clean criminal record. (Police Clearance)

Applications to reach:

The Human Resources Manager
City of Bulawayo
P.O Box 591
BULAWAYO

OR Drop applications to:-

Room 218 2nd Floor
The Municipal Buildings (City Hall)
L. Takawira Avenue/Fife Street
BULAWAYO

Not Later than 15th February, 2018

ADVERT NO. 6162

DATE : 30th January 2018

C. DUBE
TOWN CLERK