
Mutasa Rural District Council

Head Office

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Mutasa



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All correspondence should be addressed to the Chief Executive Officer

VACANCY

Mutasa Rural District Council is seeking a qualified, detail-oriented, and experienced person to fill the post of Bursar at one of its schools, Pafiwa Mutasa High School. This is an exciting opportunity to play a vital role in the financial management of a growing Council school that values integrity, innovation, and excellence in education.

POST: BURSAR

The applicants fulfil the following requirements.

Qualifications & Experience

- At least five (5) O' levels including English and Mathematics
- A Higher National Diploma from HEXCO or a Degree in Accountancy
- At least 2 years of experience in a finance role and experience within a school setting is an added advantage.
- At least 2 years of experience in a finance role.
- Proficiency in MS Office and an Accounting software is a must.
- Possession of a clean driver's license is an added advantage.
- No criminal record

Key Responsibilities

- Oversee all school financial operations including budgeting, forecasting, payroll, procurement, and reporting.
- Supervising revenue collection and expenditure control.
- Manage accounts payable and receivables.
- Ensuring proper record keeping and preparation of monthly financial statements for school management
- Handle student billing, fee collections, and reconciliations.
- Management of Assets and Inventories
- Maintain compliance with statutory and regulatory requirements.
- Coordinate with auditors, tax consultants, and service providers.

- Liaising with auditors, suppliers, and other stakeholders.
- Advising the School Development Committee and administration on financial matters

GRADUATE TRAINEE – REGISTRY CLERK (GRADE 5)

Mutasa Rural District Council invites applications from suitably qualified and motivated individuals for the post of **Graduate Trainee – Registry Clerk**.

Key Responsibilities

- Assisting in maintaining an efficient records management system.
- Receiving, recording, and dispatching correspondence.
- Filing and retrieving records as required.
- Assisting in the classification and indexing of documents.
- Ensuring confidentiality and security of Council records.
- Performing any other duties as may be assigned by the Supervisor.

Qualifications & Experience

- A Degree in Records Management, Library and Information Science, or equivalent.
- Knowledge of records management procedures and systems.
- Computer literacy is essential.
- Good communication and interpersonal skills.

Attributes

- High level of integrity and confidentiality.
- Ability to work under minimal supervision.
- Self-motivated and eager to learn.

Duration:

The Graduate Trainee programme will run for **24 months**, with the possibility of extension or absorption based on performance and availability of posts.

LAND SURVEY TECHNICIAN – (GRADE 8)

Mutasa Rural District Council is inviting applications from suitably qualified and motivated individuals for the post of– **Land Survey Technician** (Two years contract)

Key Responsibilities:

- Assisting in land surveying and mapping activities.
- Supporting the preparation and updating of layouts (topographical surveys and base maps)
- Participating in the inspection, monitoring, and evaluation of development projects.
- Assisting with land measurements, subdivisions, and demarcation exercises.
- Preparing field reports and maintaining survey records.
- Any other duties as assigned by the Supervisor.

Qualifications & Requirements:

- At least a Diploma in Surveying, Geomatics, or equivalent from a recognized institution
- Knowledge of modern surveying techniques, equipment, and software (AutoCAD, GIS) will be an added advantage.
- Good communication and interpersonal skills.
- Ability to work under minimal supervision.
- Recent graduates are encouraged to apply.

Interested candidates meeting the above specifications should submit their applications accompanied by a detailed Curriculum Vitae, certified copies of academic and professional qualifications and at least three (3) contactable referees to **The Chief Executive Officer** - Mutasa Rural District Council, Box 1827 Mutasa or email to recruitment@mutasardc.org.zw by not later than 01 October 2025. Only shortlisted candidates will be contacted. Mutasa RDC is an equal opportunity gender – sensitive employer.

G. T. Bandure

Chief Executive Officer