



The City of Harare
#BeTheSunshine

#WashYourHands

VACANCY NOTICES

VACANCY NO: CS/2022

HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025

POSITION : LEGAL OFFICER/SENIOR/PRINCIPAL (3 POSITIONS)

GRADE : 8/7/6

LOCATION : TOWN HOUSE

DEPARTMENT : CHAMBER SECRETARY

REPORTING TO : CHIEF LEGAL OFFICER

Applications are invited from suitably qualified and experienced persons for appointment to the above vacant positions.

KEY RESULT AREAS AND DUTIES

- Drafts court papers and represents Council in Court.
- Drafts subsidiary legislation and amendments thereto.
- Interpretes enactments governing the operations of the Council.
- Drafts contracts between the Council and other parties.
- Provides general legal advice to Council and its departments on all matters falling within the purview of Council.
- Chairs and advises tender committees.
- Liaises with Council's External Lawyers.

QUALIFICATIONS AND EXPERIENCE

The ideal candidates must meet the following requirements: -

- Bachelor of Laws (LL.BS) (Hons) Degree.
- Must be a registered Legal Practitioner.
- At least one year experience
- Post graduate qualifications and experience in the following areas will be a distinct advantage: -

- a) Legislative drafting
- b) Negotiation and drafting of contract
- c) Labour Law

KEY COMPETENCIES

- Knowledge of Local Government Acts, policies, Statutory Instruments that govern City Council activities
- Able to make timely decisions even when under pressure or under tight deadlines
- Ability to meet goals and a drive to be a performer
- A team player who promotes positive and productive team working

COMPENSATION AND BENEFITS

- A competitive salary commensurate with the post and other benefits which will be disclosed at the interview.

VACANCY NOTICE: CS/2022

HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025

POSITION : CHIEF LEGAL OFFICER (1 POSITION)

GRADE : 5

LOCATION : TOWN HOUSE

DEPARTMENT : CHAMBER SECRETARY

REPORTING TO : HEAD-LEGAL SERVICES

Applications are invited from suitably qualified and experienced persons for appointment to the above vacant position in the Legal Division (Chamber Secretary's Department)

KEY RESULT AREAS

- Legal Advice and Policy Formulation and Review.
- Litigation
- Updating By-Laws
- Negotiating and Drafting of Contracts and Public and Private Partner ship agreements
- Conveyancing
- Performance Management within the context of IRBM

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws (LL.BS) (Hons) Degree.
- Must be a registered Legal Practitioner
- 4 years' experience legal practice
- Experience in local government is an added advantage.
- Post graduate qualification is an added advantage.

DESIRED COMPETENCIES

- Analytical skills
- Good communication skills (oral and written)
- Attention to detail
- Research skills
- Team player

COMPENSATION AND BENEFITS

- A competitive salary commensurate with the post and other benefits will be disclosed at the interview

NB- City of Harare is an equal opportunities employer.

Written applications and detailed Curriculum Vitae including Certified copies of relevant certificates should be submitted to:-

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 than 31 MARCH 2022

(Canvassing will disqualify applicants)

#fightCoronavirus-Together we can

HARARE TO ACHIEVE A WORLD-CLASS CITY BY 2025



www.hararecity.co.zw / The City of Harare / cohunecity / hararecitycouncil

Report any unusual conduct on hotline numbers: 0242-774141-3, 0242-753330-2