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HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025

VACANCY NOTICES

City of Harare is inviting suitable applicants for vacant positions that have arisen in its various Departments.

City of Harare is an equal opportunities employer

Applications clearly marked, on the envelope, the position being applied for, shall be addressed to The Human Capital Director, City of Harare, P O Box 1680, Harare, **OR** hand delivered to Records Office, Basement, Room B32, Rowan Martin Building, Harare, not later than **22nd September 2021**.

For further details, visit www.hararecity.co.zw

POSITION: ADMINISTRATIVE ASSISTANT (O&M) (1 POSITION)
GRADE: 9
LOCATION: RMB
DEPARTMENT: HUMAN CAPITAL

Applications are invited from suitably qualified and ambitious employees for appointment to the above vacant position in the Human Capital Department. The position provides incumbent with an opportunity for entry to a career in Work Study, Organization and Methods.

KEY RESULT AREAS

- Ensures the collation, filing and retrieval of all Work Study reports produced by the Section.
- Tracks all reports to Council originating from the Management Services Group and the Council Resolutions arising therefrom.
- Acts as the custodian of the Section's technical and administrative documents, tools and equipment.
- Provides field technical and administrative assistance including data processing and interpretation
- Assists the Chief O&M Analyst in the administration of the Section's Project Gantt Chart and Sectional Performance Management System within the context of IRBM
- Compiles periodic Section performance reports.

QUALIFICATIONS AND EXPERIENCE

- A Social/Behavioral Science Degree.
- At least two years' experience in a Work Study/O&M environment.

DESIRED COMPETENCIES

- Attention to detail
- Analytical Skills
- Computer literacy
- Communication skills

POSITION: CHEMIST (4-1) (2 POSITIONS)
GRADE: 8
REPORTING TO: PRINCIPAL CHEMIST
LOCATION: CLEVELAND HOUSE
DEPARTMENT: HARARE WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancies in the Quality Assurance division of Harare Water Department.

JOB PURPOSE

Responsible for the monitoring and supervising operations at the water treatment works relating to water quality and process control including control of water treatment chemicals.

KEY RESULT AREAS

- Analysis of water, wastewater and trade effluent in line with established protocols/procedures
- Checks quality of treatment chemicals delivered to the works and notifies immediate superiors of any anomalies if any observed.
- Carries out investigative tests whenever required.
- Prepares and standardises all stock analytical reagents required in the laboratory and calibration of equipment.
- Implementation of ISO/IEC 17025 Quality Management System.
- Supervision and performance management.

QUALIFICATIONS AND EXPERIENCE

- A Chemistry degree or equivalent
- At least two (2) years' experience in the analysis of potable water and wastewater.
- Local government experience is an added advantage
- A clean class 4 Drivers licence.

DESIRED COMPETENCIES

- Good analytical skills
- Good communication skills

POSITION: CIVIL ENGINEERING TECHNICIAN (2 POSITIONS)
GRADE: 9
LOCATION: OLD MUTUAL
DEPARTMENT: HARARE WATER
REPORTING TO: CHIEF CIVIL ENGINEERING TECHNICIAN

Applications are invited from suitably qualified and experienced persons for appointment in the above vacant positions in the Production Division of Harare Water Department.

Job Objectives

Responsible for the hydraulic modelling and non-revenue water analysis in the control Centre.

KEY RESULT AREAS

- Updating and calibrating hydraulic model
- Analyzing customer database
- Advising the Chief Civil Engineering Technician on operations (set-points reservoirs and pressure reduction valves)
- Executing NRW-calculations and water balances
- Pressure analysis.

QUALIFICATIONS AND EXPERIENCE

- A degree or higher national diploma in civil engineering
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
- Proven experience with hydraulic modelling
- Familiar with GIS software
- Excellent skills with MS Excel
- 2 years' experience in a related environment

DESIRED COMPETENCIES

- Ability to write comprehensive reports
- Strong oral and written communication skills

POSITION: DESIGN ENGINEER (Roads) (1 POST)
GRADE: 7
REPORTING TO: PRINCIPAL ENGINEER- DESIGNS
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above vacancy in the Roads Division of the Department of Works in the City of Harare.

JOB PURPOSE

Responsible for designing and supervision of roads and storm water drain construction to Council standards. Provides the City with quality engineering design services and advice for construction and rehabilitation of assigned projects and auditing construction conformance with design standards. Ensuring the interests of the City are observed and adhered to by Developers.

KEY RESULT AREAS

- Designing of roads infrastructure for the City
- Preparation of Tender documentation including drawings, specifications and cost estimates.
- Checking and approving designs done by engineering consultants on behalf of Private developers.
- Participating in meetings with Clients and project team members.
- Ensuring all road construction on-going within the City is done to specifications and designs
- Preparation of Reports.
- Guiding and mentoring subordinates.

QUALIFICATION AND EXPERIENCE

- A Bachelor's degree in Civil Engineering.
- At least two years working experience in an engineering field.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership of the Zimbabwe Institution of Engineers or other relevant Institution is an added advantage.
- Clean Class 4 Drivers Licence will be an added advantage.

DESIRED COMPETENCIES

- Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable City policies, By-laws and regulations.
- Ability to analyze survey reports, maps, drawings, blueprints, aerial photography and other topographical or geotechnical data to plan projects.
- Demonstrated ability to operate a personal computer utilizing standard and specialized software like AutoCAD, Civil 3D

and other specialized software applications used in planning, modelling and design or roads.

- Ability to effectively communicate technical information, orally and in writing to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public
- Team player

POSITION: ENGINEER (4-1) ELECTRICAL (1 POSITION)
REPORTING TO: ELECTRICAL SERVICES ENGINEER
GRADE: 8/7/6
LOCATION: OLD MUTUAL HOUSE
DEPARTMENT: HARARE WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Installation and Maintenance Division, Harare Water Department in the City of Harare.

JOB PURPOSE

Responsible for the design, selection, installation, commissioning, repair and maintenance of electrical plant and equipment used in, water treatment and distribution, wastewater treatment, sludge treatment and final effluent conveyance. The incumbent will make sure there is optimum plant and equipment availability and improve life span of equipment.

KEY RESULT AREAS

- Organizes and manages the repairs of electrical plant and equipment and makes follow ups on sub-contracted jobs and ensures that records of plant and equipment are properly maintained.
- Preparation and control of the Workshops' revenue and capital budgets.
- Generate and upgrade standard operating procedures as related to Water and Electrical Engineering
- Performance management of workshops operations and staff (including students on attachment).
- Recommends to the Electrical Services Engineer on training needs and skilled manpower requirements
- Ensures a safe working environment in line with the Factories and Works Act, Occupational, Health and Safety Act, Environment Management Act and other safety standards and best practices.
- Prepares technical specifications and tender documents for procurement of electrical plant and equipment.
- Design, specify, selects and commissioning of electrical assets and installations.
- Implementation of the City's Computerized Maintenance Management System.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Electrical Engineering or equivalent.
- Minimum Graduate Membership of the Zimbabwe Institution of Engineers.
- At least 2 years work experience in a similar environment
- Local government experience is an added advantage
- Thorough experience with water treatment, waste water treatment, LV/HV power distribution network, transformers, electric motors, motor control centers, industrial instrumentation and turbo-machinery
- Experience with computerized maintenance management software.
- Clean class 4 driver's licence.

KEY COMPETENCIES

- Team player
- Ability to use CAD software in designs
- Technical aptitude in maintenance of turbo-machinery
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Excellent project management skills
- Thorough knowledge of procurement regulations used in public entities
- Ability to use CAD software in designs
- Technical aptitude in maintenance of turbo-machinery
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Excellent project management skills
- Thorough knowledge of procurement regulations used in public entities
- Experience with water treatment, waste water treatment, utility vehicles, turbo-machinery and motor control technology

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- Thorough experience with water treatment, waste water treatment, utility vehicles, actuators, industrial automation, turbo-machinery and motor control technology
- Experience with computerized maintenance management software.
- Clean Class 4 Driver's licence.

POSITION: ENGINEER (4-1) MECHANICAL (2 POSITIONS)
REPORTING TO: MECHANICAL SERVICES ENGINEER
GRADE: 8/ 7/ 6
LOCATION: OLD MUTUAL HOUSE
DEPARTMENT: HARARE WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancies in the Installation and Maintenance Division, Harare Water Department in the City of Harare.

JOB PURPOSE

Responsible for the design, selection, installation, commissioning, repair and maintenance of mechanical plant and equipment used in water treatment and distribution and wastewater treatment, sludge treatment and final effluent conveyance. The incumbent will make sure there is optimum plant and equipment availability and improve life span of equipment.

KEY RESULT AREAS

- Organizes and manages the repairs of mechanical plant and equipment and makes follow ups on sub-contracted jobs and ensures that records of vehicles, plant and equipment are properly maintained.
- Preparation and control of the Workshops' revenue and capital budgets.
- Performance management of workshops operations and staff (including students on attachment).
- Recommends to the Mechanical Services Engineer on training needs and skilled manpower requirements.
- Generate and upgrade standard operating procedures as related to Water and Mechanical Engineering
- Ensures a safe working environment in line with the Factories and Works Act, Occupational, Health and Safety Act, Environment Management Act and other safety standards and best practices.
- Prepares technical specifications and tender documents for procurement of mechanical plant and equipment.
- Designs, specifications and selection and commissioning of mechanical assets and installations.
- Implementation of the City's Computerized Maintenance Management System.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Mechanical Engineering, Industrial and Manufacturing or equivalent.
- Minimum of Graduate Membership of the Zimbabwe Institution of Engineers.
- At least 2 years work experience in a similar environment
- Local government experience is an added advantage
- Experience with water treatment, waste water treatment, utility vehicles, turbo-machinery and motor control technology
- Thorough experience with water treatment, waste water treatment, utility vehicles, actuators, industrial automation, turbo-machinery and motor control technology
- Experience with computerized maintenance management software.
- Clean Class 4 Driver's licence.

KEY COMPETENCES

- Team player
- Ability to use CAD software in designs
- Technical aptitude in maintenance of turbo-machinery
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Excellent project management skills
- Thorough knowledge of procurement regulations used in public entities

POSITION: ENGINEER ZONES (1 POST)
GRADE: 7
REPORTING TO: PRINCIPAL ENGINEER
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above vacancy in the Roads Division of the Department of Works in the City of Harare.

JOB PURPOSE

Responsible for administration, planning, organization, execution and monitoring of operations relating to maintenance of existing road network, construction of new roads and management of resources.

KEY RESULT AREAS

- Conducts visual road inspections/surveys, determining scope and prioritizing maintenance interventions to address road defects in Zones.
- Plans, organizes and guides the Zones/Area Superintendents on road maintenance and improvement activities in their respective zones/areas.
- Resource procurement and scheduling for zones/area maintenance activities, tracking and reviewing work progress and ensuring that work is done to specifications.
- Robust controls and asset management.
- Preparation of Reports.
- Guides and mentors subordinates.

QUALIFICATION AND EXPERIENCE

- A Bachelor's degree in Civil Engineering.
- At least two years working experience in an engineering field.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership of the Zimbabwe Institution of Engineers or other relevant Institution is an added advantage.
- Clean Class 4 Drivers Licence an added advantage.

DESIRED COMPETENCES

- Knowledge of road construction/maintenance equipment, materials, methods and standards
- Project planning, organizing, implementation, evaluating and prioritizing skills;
- Able to use road and storm water design software like AutoCAD and Civil 3D.
- Report writing, Communication and interpersonal skills
- Computer applications related to the work.

POSITION: ENGINEERING TECHNICIAN (MECHANICAL) (1 POSITION)
GRADE: 7
REPORTING TO: DEPUTY CHIEF ENGINEER – (MECHANICAL SERVICES)
LOCATION: MECHANICAL WORKSHOPS/CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Mechanical Workshops in the Mechanical and Electrical Services Division of the Department of Works.

JOB PURPOSE

Responsible for production of engineering designs, provision of support in modifications, selection and installation of all mechanical plant and equipment, and design reviews for new plant and equipment.

KEY RESULT AREAS

- Preparation of design drawings.
- Supervision of new installations.
- Responsible for providing support in the design, selection and installation of all mechanical plant and equipment.
- Responsible for maintenance of all divisional engineering drawings, manuals and literature on plant and equipment.
- Drafts specifications for procurement of new plant and equipment.
- Liaises with clients and service providers and ensures that quality services are delivered timeously.
- Drafts the capital and revenue budgets.
- Motivates, directs and leads the various project teams.
- Ensures safe working environments in line with the Electrical Safety Regulations, Factories & Works Act, Occupational Health & Safety Act and Environmental Management Act.

QUALIFICATIONS AND EXPERIENCE

- HND in Mechanical Engineering with 5 years' experience or
- BSc/BEng Degree in Mechanical Engineering with at least two (2) years experience and have undergone a structured graduate trainee program with a reputable organization.
- ZIE Membership will be an added advantage.
- At least Class 4 Driver's licence will be an added advantage.

SKILLS AND DESIRED COMPETENCES

- Team player
- Technical aptitude in earth moving and mobile equipment
- Knowledge of planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Excellent project management skills
- Computer literacy (MS Project, MS Office, AutoCAD, etc.)
- Ability to work with minimum supervision.

POST: ESTATES TECHNICIAN (1 Position)
GRADE: 9
LOCATION: ROWAN MARTIN BUILDING
REPORTING TO: ESTATES OFFICER

Applications are invited from suitably qualified and experienced persons for appointment to the above mentioned vacancy in the CVEM Division of the Finance Department.

JOB OBJECTIVE;

Responsible for assisting professional officers in the Estates sections of the Division and all other duties connected with property Estates management.

KEY RESULT AREAS

- Drafts adverts in respect of land sales and lease of land.
- Maintenance of records on lease renewals, rent reviews and land sales.
- Inspection of leased land and sold properties.
- Follow up on rental payments.
- Deeds searches.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Valuation and Estates Management OR eight (8) subjects in REIZ management program Or any Real Estate qualification.
- At least 1-year relevant experience.

KEY COMPETENCIES

- High Integrity
- Customer Care.
- Professionalism

POSITION: GEOGRAPHICAL INFORMATION SYSTEM OFFICER/SENIOR (1 POST)
REPORTING TO: PRINCIPAL GIS OFFICER
GRADE: 8/7
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the GIS Section, Land Development and Management Division of the Department of works.

JOB PURPOSE

The incumbent is responsible for the implementation of operational plans relating to Geographic Information System (GIS) collation, conversion, integration, modelling, storage, maintenance and dissemination to Stakeholders.

KEY RESULT AREAS

- Manages all utility and cadastral information including survey diagrams, general plans and other plans.
- Implements filing systems for plans and other land information produced and kept by the City of Harare.
- Implements and maintains an up-to-date computerized land information management system for the City of Harare.
- Designs and develops GIS User applications for various City of Harare Geographical Information Systems (GIS) users.
- Interfaces with various City of Harare GIS users in relation to their changing user requirements.
- Prepares a schedule of records approved by the Surveyor General to the Finance Director (City Valuer and Estates Manager) to ensure that processes leading to collection of rates on the new properties are initiated timely.
- Maintains up to date stand number and township registers and township index maps.
- Effects changes and endorsements on all plans after transactions that change the status or tenure of land.
- Undertakes quality control of data captured into the GIS database.
- Supervision and implementation of performance management and recommends staff skills improvement programmes in response to needs.

QUALIFICATION AND EXPERIENCE

- BSc. Degree in Surveying, Geo-Informatics or Geomatics or acceptable equivalent from a recognized institution.
- At least two years post qualification practicing in a similar set up.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership of recognized professional body is an added advantage.
- Class 4 driver's licence will be an advantage.

SKILLS AND DESIRED COMPETENCES

- Decision making skills.
- Attention to detail.
- Problem solving and analysis skills.
- Ability to work under pressure.
- Geo-database Management skills.
- Proficiency in both open Source and Proprietary GIS software.
- Knowledge of Web GIS .
- Programming and scripting skills.
- Other Cutting-edge ICT skills (esp. Computer Aided Design,

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- CAD) and confidence with new technology.
- Client management / customer service skills.
- Communication skills

POSITION: IRRIGATION TECHNICIAN (2 POSITIONS)
GRADE: 9
REPORTING TO: FARM OFFICER
LOCATION: INGWE FARM, PENSION FARM
DEPARTMENT: HARARE WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancies in the Waste Water Division of Harare Water Department.

JOB PURPOSE

Responsible for planning, organising and controlling irrigation activities including installation and maintenance at the farms.

KEY RESULT AREAS

- Ensures that effluent treated water is evenly distributed on the pastures
- Reports availability/ non availability of treated effluent water in night storage tanks and takes corrective action.
- Ensures night storage pond valves are working
- Produces and keeps records of irrigation activities on the farm.
- Assists in redesigning of water distribution canals where necessary.
- Supervision and performance management.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Agriculture
- At least two (2) years relevant experience.
- Local government experience is an added advantage.

DESIRED COMPETENCES

- Good communication skills
- Team player
- Good report writing skills.

POSITION: Laboratory Scientist (1 Position)
GRADE: 8
LOCATION: Beatrice Road Infectious Diseases Hospital (Laboratory)
REPORTS TO: Chief Laboratory Services Officer

Applications are invited from suitably qualified and experienced candidates to fill in the above vacant position.

JOB PURPOSE

Responsible and accountable for delivery of high quality laboratory services. The incumbent will be responsible for timeous processing of samples as well as ensuring that all quality indicators are within limit.

KEY RESULT AREAS

- Monitoring of total TAT to ensure samples and results are moving smoothly between the laboratory and requesting facility
- Report on daily, weekly and monthly statistics
- Implementation and maintenance of QMS
- Maintenance of laboratory testing platforms
- Stock management of laboratory commodities
- Performs any other duties as delegated

QUALIFICATIONS AND EXPERIENCE

- BSc Honours Degree in HBMLS or equivalent from a recognised institution
- A minimum of 1 year experience as a Medical Laboratory Scientist.
- A minimum of 3 "A-" Level Science subjects including Chemistry.
- Be registered with the Medical Laboratory and Clinical Scientists Council.

KEY COMPETENCES

- Good communication skills
- Ability to work under pressure
- High level of Confidentiality
- Paying attention to detail

POSITION: LAND SURVEYOR/SENIOR (1 POST)
REPORTING TO: PRINCIPAL LAND SURVEYOR
GRADE: 8/7
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Land Survey Section, Land development and Management Division of the Department of works.

JOB PURPOSE

The incumbent will be responsible for heading survey teams responsible for the execution of cadastral, engineering and topographical surveys. S/he will be responsible for implementing performance management and administration in the team for effective and efficient deployment of resources therein. The incumbent will also attend inter-departmental, interdivisional and other meetings with stakeholders and institutions, like the Department of the Surveyor-General, Survey Institute of Zimbabwe and the Council of Land Surveyors.

KEY RESULT AREAS

- Executes cadastral surveys for the City and supervises subordinate survey team members.
- Executes surveys for resolution of boundary disputes.
- Prepares regular survey action plans for surveys and maintains job registers.
- Liaises with the Department of the Surveyor General and the Registrar of Deeds in relation to the examination of title surveys and the registration of land.
- Supervises and monitors the execution of cadastral survey work by Land Survey Technicians in terms of the Land Survey Act [Chapter 20:12], Land Surveyors Act [Chapter 27:06], and the respective Rules and Regulations framed therefrom.
- Implements performance management strategies and prepares progress and operations reports as required.
- Determines and recommends budgetary and equipment requirements.
- Controls usage of equipment and ensures proper maintenance and service thereof.

QUALIFICATION AND EXPERIENCE

- A Bachelor's degree in Surveying, or an acceptable equivalent.
- Registration with the Council of Land Surveyors in Zimbabwe.
- Membership of the Survey Institute of Zimbabwe and any other professional bodies is an added advantage.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- At least two years post qualification experience.
- Class 4 driver's licence a must..

SKILLS AND DESIRED COMPETENCES

- Decision making skills.
- Attention to detail.
- Problem solving and analysis skills.
- Ability to work under pressure.
- Cutting-edge ICT skills (esp. Computer Aided Design, CAD) and confidence with new technology.
- Client management / customer service skills.
- Verbal and communication skills.

POSITION: LANDFILL TECHNICIAN (1 POST)
REPORTING TO: LANDFILL OFFICER
GRADE: 9/8
LOCATION: KELVIN DEPOT
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Landfills Section, Amenities Division of the Department of Works.

JOB PURPOSE

The job exists for the monitoring and control of waste disposal sites in order to enhance environmental sustainability.

KEY RESULT AREAS

- Monitoring and management of hazardous materials that can threaten a local ecosystem.
- Scheduling required test and maintenance of measuring, monitoring and testing equipment.
- Interfacing with regulatory agencies, inspectors and visitors as required or directed.
- Advising the Landfill Officer of all conditions that impact operations at waste disposal sites.
- Supervising and monitoring the operations and maintenance of waste disposal sites in line with provisions of the Environmental Management Act and other Statutory and Regulatory frameworks.
- Supervision of staff and performance management.

QUALIFICATION AND EXPERIENCE

- A Diploma in Environmental Management Management/ Environmental Health or an acceptable equivalent.
- A Higher National Diploma in Environmental Management is an added advantage.
- Membership of the Environmental Health Practitioners Council of Zimbabwe or any other professional bodies is an added advantage.
- Clean Class 4 Driver's Licence an added advantage.
- At least two years post qualification experience.

SKILLS AND DESIRED COMPETENCES

- Team player
- Ability to work under pressure;

- Proficiency in using field testing, monitoring and measuring equipment
- Good interpersonal skills.
- Client management / customer service skills.
- Verbal and written communication skills.

POSITION: MECHANICAL ENGINEERING TECHNICIAN (1 POSITION)
REPORTING TO: MECHANICAL SERVICES ENGINEER
GRADE: 9
LOCATION: OLD MUTUAL HOUSE
DEPARTMENT: WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Installation and Maintenance Division, Harare Water Department and in the City of Harare.

JOB PURPOSE

Responsible for the repair and maintenance of mechanical plant and equipment used in, water treatment and distribution and wastewater treatment, sludge treatment and final effluent conveyance

KEY RESULT AREAS

- Organizes and manages the repairs of mechanical plant and equipment.
- Ensures that records of plant and equipment are properly maintained.
- Implementation of the City's Computerized Maintenance Management System.
- Prepares BOQ's and initiates procurement of critical spares parts
- Preparation of CAD drawings.

QUALIFICATIONS AND EXPERIENCE

- Mechanical / Industrial and Manufacturing Engineering diploma or equivalent.
- At least two (2) years of experience working as mechanical technician
- Local government experience is an added advantage
- Extensive knowledge of mechanical systems, bearings and all necessary equipment
- Proficient with manual and power tools
- Familiar with safety regulations

KEY COMPETENCES

- Team player
- Ability to use CAD software in designs
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Ability to read blueprints and technical drawings

POSITION: NUTRITIONIST (2 POSITIONS)
GRADE: 8
REPORTING TO: SENIOR NUTRITIONIST
LOCATION: RMB/DISTRICTS
DEPARTMENT: CITY HEALTH

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancies in City Health Department.

JOB PURPOSE

Responsible for implementation and providing technical support for nutrition programmes at district level, as well as stakeholder engagement with regards to nutrition issues in the district.

KEY RESULT AREAS

- Planning, coordinating and implementation of nutrition programs in the district.
- Advising and liaising with the Principal Nutritionist on issues pertaining to public health nutrition like emergencies and epidemics.
- Assessing and monitoring the status of all residents.
- Designing and implementing programmes for the prevention, management of malnutrition food insecurity and non-communicable diseases.
- Providing interface with stakeholders on nutrition at district level.
- Providing technical support and training of health workers on implementation of nutrition programmes
- Designing nutrition education appropriate for specific groups.
- Monitoring, evaluating and producing reports for nutrition programmes implemented in the districts.

QUALIFICATIONS AND EXPERIENCE

- BSc Honours Degree in Nutrition/Dietetics
- Registered with Allied Health Council Zimbabwe
- Current Practising Certificate
- Two (2) years relevant working experience
- Computer literacy

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KEY COMPETENCES

- Ability to work under minimum supervision
- Team player.
- Excellent communication and report writing skills
- Good interpersonal skills

POSITION: PLANNER/SENIOR (Traffic & Transportation) (1 POSITION)
GRADE: 8/7
REPORTING TO: PRINCIPAL TRANSPORT PLANNER
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Traffic and Transportation Section of Town Planning Division in the Department of Works in City of Harare.

JOB PURPOSE

Responsible for administering outdoor advertising, vehicular parking requirements and operations, research and development of parking and transportation issues.

KEY RESULT AREAS

- Implements traffic control measures in the City.
- Supervises researches on traffic and transport issues.
- Administers outdoor advertising.
- Deals with parking requirements and operations.
- Supervises and monitors public transport services.
- Liaises with public transport operators.
- Facilitates the provision of adequate public transport services.
- Deals with applications for route permits from public transport operators.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Traffic and Transportation / Regional Urban Planning / Traffic Engineering.
- Minimum Two (2) years post qualification experience appropriate to the discipline
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership to a relevant Institute will be an added advantage.
- Clean Class 4 Driver's license an added advantage.

DESIRED COMPETENCES

- High level of integrity
- Paying attention to detail.
- Ability to manage stakeholders
- Good communication skills
- Ability to work in a team

POSITION: PROJECTS ENGINEER - MECHANICAL (1 POSITION)
GRADE: 7
REPORTING TO: DEPUTY CHIEF ENGINEER – (MECHANICAL SERVICES)
LOCATION: MECHANICAL WORKSHOPS/CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Mechanical Workshops in the Mechanical and Electrical Services Division of the Department of Works.

JOB PURPOSE

Responsible for the design, selection and installation of all mechanical plant and equipment, design approvals for new projects.

KEY RESULT AREAS

- Projects management
- Supervision of all new installations.
- Responsible for the design, selection and installation of all mechanical plant and equipment.
- Responsible for capital projects.
- Drafts specifications for procurement of new plant and equipment.
- Liaises with clients and service providers and ensures that quality services are delivered timeously.
- Drafts the capital projects budgets and controls expenditure during projects implementation.
- Motivates, directs and leads the various project teams.
- Ensures safe working environments in line with the Mechanical Safety Regulations, Factories & Works Act, Occupational Health & Safety Act and Environmental Management Act.

QUALIFICATIONS AND EXPERIENCE

- BSc/BEng Degree in Mechanical Engineering.
- A project management qualification is an added advantage.
- At least 2 years post qualifying experience.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- ZIE Membership an added advantage.

- At least Class 4 Driver's licence an added advantage.

SKILLS AND DESIRED COMPETENCES

- Team player
- Technical aptitude in earth moving and mobile equipment
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Excellent project management skills
- Computer literacy (MS Project, MS Office, AutoCAD, etc)
- Ability to work with minimum supervision.

POSITION: PROJECTS ENGINEER (ROADS) (1 POST)
GRADE: 7
REPORTING TO: PRINCIPAL ENGINEER
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above vacancy in the Roads Division of the Department of Works in the City of Harare.

JOB PURPOSE

The incumbent will be responsible for the planning, supervision, resource management and scheduling, and coordinating technical engineering initiatives to make sure that road construction projects are completed within budget and on time. To effectively manage, monitor and control the project triple constraints.

KEY RESULT AREAS

- Preparation of tender documentation
- Managing resources and quality on road construction projects to ensure timeous completion within budget and on time.
- Identification of project risks and management of the risks.
- Ensuring contractors conform to design specifications and safety.
- Carrying out of site measurements and preparation of Interim Payment Certificates.
- Guiding and mentoring subordinates.
- Preparation of Reports.

QUALIFICATION AND EXPERIENCE

- A Bachelor's degree in Civil Engineering.
- At least two years working experience in an engineering field.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership of the Zimbabwe Institution of Engineers or other relevant Institution is an added advantage.
- Proficiency in Microsoft Office Suite or related software.
- Clean Class 4 Drivers Licence an added advantage.

DESIRED COMPETENCES

- Extensive previous work experience managing budgets for construction projects
- Excellent knowledge of construction materials and equipment
- Ability to read and interpret road design drawings, analyze survey reports, topographical and geotechnical data to enable decision making.
- Familiar with construction and project management software programs.
- Knowledge of ZGCC4 and SATCC – Standard specs for Roads and Bridge Works.
- Excellent communication skills and interpersonal abilities, including negotiation skills.

POSITION : STRUCTURAL ENGINEER/SENIOR
GRADE : 8 / 7
REPORTING TO : CITY ARCHITECT
LOCATION : CLEVELAND HOUSE
DEPARTMENT : WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the City Architect's Division of the Department of Works.

JOB PURPOSE

Responsible for providing Structural Engineering services, advice, recommendations and guidance to contractors and Council User Departments to ensure high standards of infrastructure development.

KEY RESULT AREAS

- Produces structural designs and drawings
- Supervises and trains junior staff.
- Carries out site inspections and supervises contractors on site.
- Evaluates payment certificates on structural work done by contractors.
- Inspects Council buildings and oversees repairs and maintenance works.
- Liaises with other technical sections.
- Advises the City Architect on structural engineering issues.
- Performs any other duties that may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

- A Degree in Structural Engineering or Equivalent.
- Minimum 2 years' experience in Design and Project Management.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Membership of the Zimbabwe Institution of Engineers or Equivalent is an added advantage.
- A clean class 4 Driver's Licence an added advantage.

DESIRED COMPETENCES

- Ability to manage stakeholders / Contractors
- Critical thinking and paying attention to detail.
- Good communication skills
- Ability to work in a team

POSITION: PLANNER / SENIOR (1 POSITION)
GRADE: 8/7
REPORTING TO: PRINCIPAL TOWN PLANNER
LOCATION: CLEVELAND HOUSE
DEPARTMENT: WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Town Planning Division of the Department of Works in City of Harare.

JOB PURPOSE

Responsible for the preparation and reviewing of the Harare Combination Master Plan and Local Plans, Layout Plans for residential, commercial, Industrial and Institutional uses, Processing of subdivision applications for change of use, reservations, developments, consolidation and monitoring developments within City of Harare.

KEY RESULT AREAS

- Prepares/reviews the Harare Combination Master Plan and Local Development Plans, Layout Plans for residential, Commercial, Industrial and Institutional uses.
- Processes Subdivision and consolidation applications, change of use, reservations, certificates of compliance and applications for development and monitors developments within the city to ensure compliance with the operative Planning Frameworks.
- Provides advice on Town Planning matters to stakeholders.
- Writes reports on Town Planning matters.
- Provides data of land use nature to other departments and stakeholders.
- Carries out research for policy review, by laws and legislative reviews and other emerging development issues.

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's Degree in Town Planning.
- A Master's Degree in Town Planning an added advantage.
- Two (2) years post qualification experience working in a local authority or public sector.
- Should have undergone a structured graduate trainee program with a reputable organisation.
- Computer literacy with demonstrated knowledge of auto CAD and GIS.
- Membership to a relevant Institute will be an added advantage.
- Clean Class 4 Driver's licence an added advantage.

DESIRED COMPETENCES

- High level of integrity
- Attention to detail.
- Good communication skills
- Ability to work in a team

POST: VALUATION TECHNICIAN (1 Position)
GRADE: 9
LOCATION: ROWAN MARTIN BUILDING
REPORTING TO: VALUATION OFFICER

Applications are invited from suitably qualified and experienced persons for appointment to the above mentioned vacancy in the CVEM Division of the Finance Department.

JOB OBJECTIVE:

Responsible for assisting professional officers in the Valuation sections of the Division and all other duties connected with property valuation management.

KEY RESULT AREAS

- Gathering statistical data on potential growth of the city.
- Carrying out valuation roll validity checks
- Carrying out monthly reconciliations of properties billed against properties on the valuation roll and investigates discrepancies.
- Updating of cadastral plans.
- Collection and compilation of referencing and market surveys data
- Sourcing of approved diagrams, local plans and maps.

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The City of Harare



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QUALIFICATIONS AND EXPERIENCE

- Diploma in Valuation and Estates Management OR eight [8] subjects in REIZ management program Or any Real Estate qualification.
- At least 2 years relevant experience.

KEY COMPETENCIES

- High Integrity
- Customer Care.
- Professionalism

POSITION: ADMINISTRATIVE ASSISTANT
(Garment Factory) – 1 Post

GRADE: 9

LOCATION: HEAD OFFICE

DEPARTMENT: HOUSING AND COMMUNITY SERVICES

REPORTING TO: PRODUCTION SUPERINTENDENT

Applications are invited from suitably qualified and experienced candidates to fill in the above vacant position in the Production Unit (Garment Factory) of the Housing and Community Services Department.

Job Objectives

Responsible for the administrative support to ensure a smooth flowing of operations in factory.

Key Result Areas

- Administers and co-ordinates day to day admin activities in the factory.
- Administers the incoming and outgoing of materials and accessories.
- Assists the Superintendent in task allocation and job cards administration.
- Updates the Production statistics, lead time and delivery dates.
- Assists in the development of safety and health policies and procedures of the Unit.
- Assists in the preparation of budgets, capital and revenue estimates.
- Compiles weekly, monthly and quarterly reports for the Unit.
- Performs any other duties as when required within the context of the job.

Qualifications and Experience

- At least 5 'O' levels including English Language and Maths/Accounts.
- Diploma in Administration
- A Diploma in Clothing Technology with a recognized tertiary institution is an added advantage.
- Clothing Service Card showing administrative duties from a traceable organisation with at least 2 years' experience.

Competences

- Ethics and Integrity
- Attention to detail
- Ability to work under pressure
- Ability to communicate effectively orally and in writing
- Computer Literacy

POSITION: BRANCH LIBRARIAN – 1 Post

GRADE: 9

LOCATION: LIBRARIES

DEPARTMENT: HOUSING AND COMMUNITY SERVICES

REPORTING TO: SENIOR LIBRARIAN

Applications are invited from suitably qualified and experienced candidates to fill in the above vacant position in the Education Section of the Housing and Community Services Department.

Job Objectives

Responsible for the provision of library and information services for a defined area and assisting in collection development, planning and provision of information and reference services.

Key Result Areas

- Provides information and reference services.
- Catalogues and classifies library materials to meet standard library classification system.
- Plans and supervises work at a branch library.
- Participates in collection development.
- Compiles library statistics which assist in the writing of monthly, quarterly and annual reports
- Attends District stakeholders' meetings.
- Participates in capital and revenue estimates preparations.
- Conducts outreach programmes.
- Determines Library materials for display and circulation.
- Does budgetary control for the library.
- Assists in the development of library policies and procedures.
- Performs any other duties as when required within the context of the job.

Qualifications and Experience

- At least 5 'O' levels including English Language.
- National Diploma in Library and Information Science
- A Degree in Library and Information Science/Higher National Diploma in Library and Information Science will be an added advantage
- At least a minimum of 2 years' relevant experience in Library set up.
- Registered with a professional body.

Competences

- Customer Care focus
- Ethics and Integrity
- Attention to detail
- Ability to work under pressure
- Ability to communicate effectively orally and in writing
- Excellent supervisory skills
- Computer Literacy

POSITION: COMMUNITY SERVICES OFFICER (3) – 4 Posts

GRADE: 9

LOCATION: HEAD OFFICE/DISTRICTS

DEPARTMENT: HOUSING AND COMMUNITY SERVICES

REPORTING TO: SENIOR COMMUNITY SERVICES OFFICER

Applications are invited from suitably qualified and experienced candidates to fill in the above vacant positions in the Social Services Division of the Housing and Community Services Department.

Job Objectives

Responsible for the development and co-ordination of women, youth, sports, recreation, arts and culture in City of Harare.

Key Result Areas

- Designs and implements women, youth, sports, recreation, arts and culture programmes within City of Harare.
- Assists in the development of women, youth, sports, arts and culture policies within the City.
- Advises on Council policy issues related to community development programmes.
- Consults and liaises with internal and external stakeholders on the implementation of the same.
- Prepares budgets, capital and revenue estimates in the context of the job.
- Compiles monthly, quarterly and annual reports as well as initiating reports to Council.
- Networks for partnerships to support the implementation of programmes in the city.
- Performs any other duties as when required within the context of the job.

Qualifications and Experience

- Degree in Sports Science OR Social Work OR Community Development
- Registered with a professional body.
- At least 2 years' experience in community development work.

Competences

- Ethics and Integrity
- Confidentiality
- Attention to detail
- Ability to work under pressure
- Ability to communicate effectively orally and in writing
- Excellent supervisory skills

POSITION: ELECTRICAL ENGINEERING TECHNICIAN

(1 POSITION)

REPORTING TO: ELECTRICAL SERVICES ENGINEER

GRADE: 9

LOCATION: OLD MUTUAL HOUSE

DEPARTMENT: HARARE WATER

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Installation and Maintenance Division, Harare Water Department in the City of Harare.

JOB PURPOSE

Responsible for the repair and maintenance of mechanical plant and equipment used in water treatment and distribution and wastewater treatment, sludge treatment and final effluent conveyance

KEY RESULT AREAS

- Organizes and manages the repairs of Electrical plant and equipment.
- Ensures that records of plant and equipment are properly maintained.
- Implementation of the City's Computerized Maintenance Management System.
- Prepares BOQ's and initiates procurement of critical spares parts
- Preparation of CAD drawings.

QUALIFICATIONS AND EXPERIENCE

- Electrical Power Engineering diploma or equivalent
- At least two (2) years of experience working as an Electrical Technician
- Local government experience is an added advantage
- Extensive knowledge of electrical systems, wiring, and all necessary equipment
- Proficient with manual and power tools
- Familiar with code requirements and safety regulation

KEY COMPETENCIES

- Team player
- Ability to use CAD software in designs
- Knowledge of Planned maintenance systems
- Good analytical and trouble shooting skills
- Good communication and leadership skills
- Ability to read blueprints and technical drawings

POSITION: AREA ADMINISTRATION OFFICER (3) – 3 Posts

GRADE: 9

LOCATION: DISTRICTS

DEPARTMENT: HOUSING AND COMMUNITY SERVICES

REPORTING TO: DISTRICT OFFICER

Applications are invited from suitably qualified and experienced candidates to fill in the above vacant positions in the Districts Administration Division of the Housing and Community Services Department.

Job Objectives

Responsible for the day to day administration duties in the District to ensure effective coordination of service delivery and support services.

Key Result Areas

- Assists the District Officer in the day to day administration of the District.
- Procurement of material requirements at the District Office.
- Prepares and maintains up to date registers at the District Office.
- Preparation of several reports at the District Office for the attention of the District Officer.
- Identifies and complies illegal activities for the attention of the District Officer.
- Controls usage of Council equipment, buildings machinery vehicles and materials.
- Liaises with housing management on allocations, evictions, sale by public auction, sessions, deceased estates and certificates of occupation and new housing projects.
- Performs any other duties within the context of the job as assigned by the District Officer from time to time.

Qualifications and Experience

- At least 5 'O' levels including English
- A University Degree in Social Sciences/Administration plus at least 3 years relevant experience OR
- A Diploma in Local Governance/ Administration plus at least 4 years' experience in an administrative environment.

Competences

- Customer focus
- Ethics and Integrity
- Ability to work under pressure
- Ability to communicate effectively orally and in writing
- Excellent supervisory skills

Compensation and Benefits

A competitive salary commensurate with the post and other benefits will be disclosed to successful candidates.

NB: City of Harare is an equal opportunities employer. Female applicants are encouraged to apply.

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

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