

**EXTERNAL ADVERT**

**CIRCULAR NO. DOW13/2023**

**CITY OF HARARE**



**DOW VACANCY NOTICE**

POSITION	:	LAND SURVEYOR/SENIOR (1 POST)
GRADE	:	8/7
REPORTING TO	:	PRINCIPAL LAND SURVEYOR
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.
- Supervise and monitor 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.

## **QUALIFICATIONS 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.
- At least two years post qualification experience.
- Certificate in Computer Aided Designs will be an added advantage.
- 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) and confidence with new technology.
- Good Client management / customer service skills.
- Verbal and communication skills.

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

## **COMPENSATION**

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

A written application letter together with a detailed curriculum vitae including certified copies of both educational and professional qualifications and three (3) traceable references should be submitted to:

The Acting Human Capital Director  
Rowan Martin Building  
P. O. Box 1680

**HARARE**

**Or hand deliver to Records Office, Basement, Room B38 at Rowan Martin Building.**

To arrive not later than: **3 April 2023**

**(Clearly state on the envelope the position applied for).**

**CANVASSING WILL DISQUALIFY APPLICANTS.**

**NOTE: Only shortlisted applicants will be responded to**