

CITY OF HARARE



VACANCY NOTICE

HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025

POSITION : CHIEF QUANTITY SURVEY TECHNICIAN (1 POSITION)
GRADE : 8
REPORTING TO : QUANTITY SURVEYOR
LOCATION : CLEVELAND HOUSE
DEPARTMENT : WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancies in the Architectural Services Division of the Department of Works.

JOB PURPOSE

Responsible for on-site measurements, production of Bills of Quantities and schedules of materials, tender formulation and compilation.

KEY RESULT AREAS

- Preparation of Tender documents
- Measurements of prescribed scope of work
- Produces bills of quantities, estimates and schedule of materials from site measurements and construction drawings.
- Production of schedules of materials
- Monitor material utilisation/usage on construction sites.
- Training of technicians
- Performs site and technical meeting duties.
- Supervision and Performance management

QUALIFICATIONS AND EXPERIENCE

- Diploma in Quantity Surveying from a recognised institution..
- At least 3 years experience at Senior Technician level.
- Registration with any local built environment bodies is an added advantage

DESIRED COMPETENCES

- A keen eye for detail
- Organisational and planning skills

- Team player with impeccable project management skill
- Strong appreciation of value engineering and sustainable construction
- Proficiency in use of Computer aided design softwares and Microsoft project a must
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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