

**CITY OF HARARE**



**VACANCY NOTICE**

**HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025**

<b>POSITION</b>	<b>:</b>	<b>CLERK OF WORKS (1 Position)</b>
<b>GRADE</b>	<b>:</b>	<b>9</b>
<b>REPORTING TO</b>	<b>:</b>	<b>SENIOR CLERK OF WORKS</b>
<b>LOCATION</b>	<b>:</b>	<b>CLEVELAND HOUSE</b>
<b>DEPARTMENT</b>	<b>:</b>	<b>WORKS</b>

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

**JOB PURPOSE**

Responsible for checking that building plans are being correctly followed during construction and inspecting workmanship, quality and safety of work on construction sites.

**KEY RESULT AREAS**

- Monitoring construction work for compliance with specifications and workmanship, proper use of materials, labour and adherence to the set project time line.
- Attending technical site meetings, preparation of records and reports on daily site activities.
- Loss control and checking of payment claims.
- Supervision and performance management in adherence to IRBM.
- SHE responsibility on Site.

**QUALIFICATIONS AND EXPERIENCE**

- Five 'O' Levels including English, Mathematics or Accounts.
- Apprenticeship trained journeyman Skilled Worker Class 1 in any building construction trades.
- Diploma in Construction Technology or Construction Supervision is an added advantage.
- Minimum of 5 years' experience as a Construction Site Agent for varied and substantial projects.
- Clean Class 4 Driver's licence a must.
- Membership of the Institute of Clerk of Works is an added advantage.

**DESIRED COMPETENCES AND SKILLS**

- Well conversant with the use of Construction related automated CAD, Microsoft office package
- Wide experience with all trades in the building industry.
- Theoretical and practical training in general office and contract administration in building industry
- Knowledge of good concrete conditions and concrete works
- Team player
- Good analytical skills
- Good communication skills

- Ability to manage stakeholders.

**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**