

**EXTERNAL ADVERTISEMENT**

**CIRCULAR NO: DOW4/2023**

**CITY OF HARARE**



**VACANCY NOTICE**

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

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

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Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Electrical Services Section 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 plant and equipment, and design reviews for new plant and equipment

**KEY RESULT AREAS**

- Preparation of design drawings for public lighting schemes, buildings and facilities such as schools, clinics, stadia and production plants.
- Providing support/supervision on new installations.
- Responsible for providing support in the design, selection and installation of all electrical 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.
- Responsible for performance management and supervision.
- 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 Electrical Engineering with 5 years' experience or
- BSc/BEng Degree in Electrical Engineering with at least two (2) years postgraduate experience.
- ZIE Membership will be an added advantage.
- At least Class 4 Driver's licence.

**SKILLS AND DESIRED COMPETENCES**

- Team player
- Technical aptitude in equipment modifications, reading and preparation of drawings, installations and testing.

- 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.

**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**