

**CITY OF HARARE**



**VACANCY NOTICE**

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

POSITION : PLANNED MAINTENANCE OFFICER (1 POSITION)  
GRADE : 7  
REPORTING TO : CHIEF ENGINEER ELECTRICAL & MECHANICAL  
LOCATION : 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 Mechanical and Electrical Services Division of the Department of Works.

**JOB PURPOSE**

Responsible for all the planned maintenance activities related to all Council plant, equipment and machinery to ensure optimum plant availability and life span as well as maintain and update all records pertaining to plant installations, plant and equipment data, plant and equipment history of repairs.

**KEY RESULT AREAS**

- Prepares and distributes Planned Maintenance Schedules for all Council machinery and equipment to all the implementing agents.
- Prepares and maintains a comprehensive and up to date asset register.
- Establishes the planned maintenance tasks to be carried out on any new machinery acquired by the City and reviews them.
- Drafts and reviews standard task procedures for repair and maintenance of equipment.
- Coordinates Root Cause Analysis, assesses history records, and recommends corrective action and maintenance strategies.
- Initiates planned maintenance orders for work in liaison with user or client departments.
- Liaises with Supply Chain on stocking of critical spares and consumables.
- Prepares periodic status/progress reports on the maintenance function.
- Manages and maintains all manuals for plant, equipment and parts.

- Implementation of procedures relating to health and safety in line with Factories and Works act.

### **QUALIFICATIONS AND EXPERIENCE**

- Higher National Diploma in Mechanical/Electrical Engineering or Degree in Electrical/Mechanical engineering or equivalent qualification.
- Diploma or Certificate in Planned Maintenance will be an added advantage.
- Membership of the Zimbabwe Institution of Engineers.
- Clean Class 4 driver's licence **a must**
- At least 5 years' experience in the relevant field of which 2 years must be at supervision level.
- Hands-on experience in electrical and mechanical plant installations, maintenance and repairs.

### **SKILLS AND DESIRED COMPETENCES**

- Competent in maintenance scheduling, breakdown analysis and reporting.
- Competent in MS Word, Excel, Power Point and AUTOCAD and any Planned Maintenance Software
- Team player
- Good analytical and communication skills
- Able 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**