

CITY OF HARARE



VACANCY NOTICE

HARARE TO ACHIEVE A WORLD CLASS CITY STATUS BY 2025

POSITION : WORKSHOP SUPERINTENDENT (1 Position)
GRADE : 7
REPORTING TO : PRINCIPAL ENGINEER (MECHANICAL & ELECTRICAL)
LOCATION : Central Mechanical Workshops (Bishop Gaul Avenue)
DEPARTMENT : WORKS

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the Central Mechanical Workshop in the Mechanical and Electrical Services Division of the Department of Works.

JOB PURPOSE

Responsible for the installation, servicing, repair and maintenance including maintenance management of all electrical and mechanical plant and equipment such as pumps, stone crushers, industrial gearboxes, blowers, fans, asphalt making plant, valves and actuators and ensure optimum Workshop repair turnaround times, quality of repairs and hence optimum plant availability and life span.

KEY RESULT AREAS

- Organizes and manages smooth running of the workshops and ensures that the workshop operates on professional lines.
- Allocates jobs to artisans and provides necessary materials, tools and equipment for use by artisans and ensuring safe storage of same.
- Drafts the Workshop's Capital and revenue budget and controls the revenue budget.
- Manages repairs and maintenance of Plant and equipment and makes follow ups on subcontracted jobs and ensures that records of equipment's whereabouts are properly maintained.
- Generates reports on work done, work in progress and spares requirements, history of repairs and other required reports as and when required.
- Ensures safe working environment in line with Factories and Works Act, Occupational Health and Safety requirements and Environmental Management Act.
- Recommends plant and equipment disposals on technical basis.
- Provides Specifications for procurement of new plant and equipment.
- Attends to all workshop staff matters and takes appropriate action and advises the Principal Engineer on promotions, demotions or disciplinary action.

QUALIFICATIONS AND EXPERIENCE

- University Degree in Mechanical Engineering or Higher National Diploma in Mechanical (Plant/Production) Engineering.
- Minimum four (4) years' experience at supervisory level
- Computer Literacy with knowledge in Word, Excel, CAD and Solid Works.
- Experience in working with Pumps, crushers, gearboxes, boilers and industrial machines.
- Experience in machine shop engineering is a must.
- Strong man management skills.
- Familiarity with Factories and Works Act and Environmental Management Act is essential.
- Clean Class four (4) driver's licence.
- Membership of The Zimbabwe Institution of Engineers or other regulatory body is a distinct added advantage.
- Diploma in Workshop Administration is an added advantage.

SKILLS AND DESIRED COMPETENCES

- Thorough knowledge and experience in plant and equipment maintenance and repairs as well as fault diagnosis.
- Thorough appreciation of Planned Maintenance System

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