



## CITY OF HARARE

## VACANCY NOTICES

City of Harare is inviting suitable applicants for vacant positions that have arisen in the Departments of Works and Urban Planning Services.  
City of Harare is an equal opportunities employer

Applications clearly marked, on the envelope, the position being applied for, shall be addressed to The Acting Human Capital Director, City of Harare, P O Box 1680, Harare, OR hand delivered to Records Office, Basement, Room B32, Rowan Martin Building, Harare, not later than 18 March 2026.

For further details, visit [www.hararecity.co.zw](http://www.hararecity.co.zw)

## POSITION :

### Chief Property Development & Maintenance Officer (1 position)

**GRADE** : 5  
**REPORTING TO** : Head-Architecture  
**LOCATION** : Property Development Unit  
**DEPARTMENT** : Works

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

## JOB PURPOSE

Responsible for the management and supervision of construction projects and maintenance works, as well as leading and managing the overall operations and staffing of the property development unit in achieving strategic outcomes, project management, asset management, team leadership, stakeholder relations, risk management, and financial management.

## KEY RESULT AREAS

- Develops and implement property development strategies, design guidelines and standards.
- Oversees project planning, execution and delivery.
- Develops concept and business cases for all new property development propositions.
- Manage project team and stakeholders.
- Manage budget utilization and forecasting.
- Ensures compliance and regulatory requirements are met for all construction and maintenance works.
- Mentoring and coaching of team members.
- Communicate effectively with stakeholders.

## QUALIFICATIONS AND EXPERIENCE

- A recognized Bachelor's Degree in Property Management, Real Estate, Civil/Structural Engineering, Architecture, Quantity Surveying or a related field.
- Masters in any of the above disciplines is a must.
- Five (5) years' experience in the Construction Industry.
- Professional Registration with respective professional body added advantage
- Class Four driver's license.

## POSITION:

### Principal Geographic Information Officer (1 position)

**GRADE** : 6  
**REPORTING TO** : Chief Geographic Information Systems Officer  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Urban Planning Services

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the GIS Section in the Land Development and Management Division of the Department of Urban Planning Services.

## JOB PURPOSE

The incumbent is responsible for coordinating the implementation of Land Information Management Systems, operational plans relating to cadastral administration, plan and township register management and provision of land information consultancy services to other divisions, departments and the public at large. The position is responsible for supervision of Geographic Information System (GIS) functions including collation, conversion, integration, modelling, storage, maintenance and dissemination of land information.

## KEY RESULT AREAS

- Supervises the management of all cadastral & utilities databases
- Supervises and coordinates the Implementation of Digital filing systems for plans and other land information produced and kept by the City of Harare.
- Coordinates Implementation and maintenance of an up-to-date computerized land information management system for the City of Harare.
- Leads the design and development of GIS User applications for various City of Harare Geographical Information Systems (GIS) users.
- Interfaces with various City of Harare GIS users in relation to their changing users' requirements.
- Coordinates quality control measures of data captured into the GIS database.
- Supervises subordinates in accordance with the City's performance management process and specifically ensures that staff are appropriately trained and motivated.
- Implements performance management in respect of his/her subordinates and recommends staff skills improvement programs in response to needs.
- Supervises development and programming of customized GIS application.

## QUALIFICATIONS AND EXPERIENCE

- BSc. Degree in Geographic Information Systems, Software Engineering, Information Systems, Computer Science or acceptable equivalent from a recognised institution.
- Post graduate in Land Administration or GIS related field is an added advantage.
- Membership of recognised professional body is an added advantage.
- At least 4 years' relevant experience.
- Class 4 Drivers Licence a must.

## POSITION:

### Chief Civil Engineering Technician (Roads) (2 positions)

**GRADE** : 6  
**REPORTING TO** : Principal Engineer  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Works

Applications are invited from suitably qualified and experienced persons to fill in the above vacancies in the Roads Division of the Department of Works in the City of Harare.

## JOB PURPOSE

The incumbents will be responsible for quality control checks of roads and storm water designs from private developers before approval by Principal Engineer and supervision of road construction according to Council standards. Responsible for auditing of construction conformance with design standards and ensuring the interests of the City are observed and adhered to by the Developers.

## KEY PERFORMANCE AREAS

- Providing support to road design engineers in the design,

tendering processes, construction supervision and management of a variety of (in-house and private contractors) road projects.

- Conducting road condition inspections/surveys to determine scope of works for road upgrading/rehabilitation interventions to address road defects.
- Preparation of detailed Bills of Quantities for road rehabilitation or new construction.
- Ensuring work is carried out according to City of Harare's Standards or specifications, within the budget and set timelines.
- Ensuring compliance with the Occupational Health & Safety guidelines as well as managing projects' impacts on the environment.
- Resolving and Processing Contractor's claims, variation orders and payment certificates.
- Supervision and performance management.
- Engagement of stakeholders.

## QUALIFICATIONS AND EXPERIENCE

- Higher National Diploma in Civil Engineering from a recognized college
- Minimum Three (3) years' working experience in road construction and/or maintenance
- Professional Registration with Engineering Council of Zimbabwe as a Technician is an added advantage
- Clean Class 4 Driver's License a must.

## POSITION:

### Principal Engineer - Electronics (1 position)

**GRADE** : 6  
**REPORTING TO** : Deputy Chief Engineer - (Electrical Services)  
**LOCATION** : Electrical Workshops  
**DEPARTMENT** : Works

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

## JOB PURPOSE

Responsible for the design, selection and installation of all electrical plant and equipment, design approvals for new public lighting and traffic signals schemes.

- KEY RESULT AREAS**
- Specifications and designs of new Public Lighting, Traffic Signals and City Electrical Infrastructure and modifications.
- Asset database and maintenance management.
- Staff supervision, performance monitoring and staff development.
- Projects management.
- Supervision of all new installations.
- Responsible for the design, selection and installation of all electrical plant and equipment such as power transformers, power generators, motors and motor control centres, refrigeration units and air-conditioners, building lighting, heating and ventilation systems.
- Responsible for capital projects implementation.
- Responsible for design and installation of new traffic signals.
- Responsible for design and installation of new public lighting schemes.
- Drafts specifications for procurement of new plant and equipment.
- Maintains the plant inventory and in particular, the history of repairs for every equipment and facilities in Council.
- Liaises with clients and service providers and ensures that quality services are delivered timeously.
- Drafts the workshop's capital and revenue budget and controls the budget utilisation.
- Directs and leads the various Electrical units.
- Ensures safe working environments in line with the Electrical Safety Regulations, Factories & Works Act, Occupational Health, Safety Act and Environmental Management Act and Council's HSE Policies.

## QUALIFICATIONS AND EXPERIENCE

- BSc/BEng (Hons) Degree in Electrical Engineering.
- Postgraduate qualification in maintenance management is an added advantage.
- Postgraduate qualification in project management is an added advantage.
- Experience in Maintenance and Project Management required.
- At least 5 years post qualifying experience of which two years must be at senior level.
- ZIE Membership
- Class 4 Driver's licence.

## POSITION:

### Projects & Maintenance Officer (2 positions)

**GRADE** : 7  
**REPORTING TO** : Chief Property Development & Maintenance Officer  
**LOCATION** : Property Development Unit  
**DEPARTMENT** : Works

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

## JOB PURPOSE

Responsible for the administration of Property Development Unit (PDU) and all Council capital construction and maintenance projects to ensure successful completion of construction projects and maintenance works.

## KEY RESULT AREAS

- Monitors progress of capital projects in terms of agreed contract and targets for sister departments in Council.
- Ensures quality and quantity control on capital and maintenance projects.
- Implements loss control measures on building projects.
- Liaises with other sections, divisions and departments concerning maintenance works.
- Ensures the health and safety of employees and contractors on project sites
- Performance management

## QUALIFICATIONS AND EXPERIENCE

- Degree in Structural Engineering, Quantity Surveying, Construction/Project Management or equivalent.
- A qualification in Project Management is an added advantage.
- 5 years' experience of which four years must be at a Foreman or supervisory level.
- A clean class 4 Driver's Licence.
- A qualification in Project Management is an added advantage.

## POSITION:

### Road Maintenance Superintendent (2 positions)

**GRADE** : 7  
**REPORTING TO** : Principal Engineer (Roads Maintenance)  
**LOCATION** : Regions  
**DEPARTMENT** : Works

Applications are invited from suitably qualified and experienced persons to fill in the above vacancies in the Roads Division of the Department of Works in the City of Harare.

## JOB PURPOSE

Responsible for planning, organization, execution and monitoring of operations relating to maintenance of existing road network, construction of new roads and management of resources including the attendant administrative work in line with SADC road standards.

## KEY PERFORMANCE AREAS

- Planning, organizing, implementing and coordinating area road maintenance and improvement programs.
- Conducting visual road inspections/surveys, determining scope and prioritizing maintenance interventions to address road defects.
- Resource Scheduling for area maintenance activities, tracking and reviewing work progress and ensuring that work done meet specifications.
- Supervision and performance monitoring of a large staff engaged in a wide variety of road maintenance activities.
- Robust controls and asset management.
- Preparation of weekly, monthly and annual reports.
- Customer care.
- Managing contractors within area of jurisdiction.

## QUALIFICATION AND EXPERIENCE

- Higher National Diploma in Civil Engineering from a recognized college;
- At least five (5) years' working experience in road construction and/or maintenance.
- Professional Registration with Zimbabwe Institute of Engineers as a Technician, an added advantage.
- Clean Class 4 Driver's Licence.

## POSITION:

### Planned Maintenance Officer (Electrical) (1 position)

**GRADE** : 7  
**REPORTING TO** : Principal Engineer (Planned Maintenance)  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Works

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

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

## POSITION:

### Engineering Technician (Electronics) (1 position)

**REPORTING TO** : Electrical Services Engineer  
**GRADE** : 7  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Works

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

## JOB PURPOSE

Responsible for the installation, repairs and maintenance of electronic signals and equipment in City of Harare.

## KEY RESULT AREAS

- Organizes and manages the repairs of Electronic signals and equipment.
- Ensures that records of electronic signals and equipment are properly maintained.
- Prepares BOQ's and initiates procurement of critical spares parts.
- Preparation of CAD drawings.
- Implementation of the City's Computerized Maintenance

Management System.

## QUALIFICATIONS AND EXPERIENCE

- Diploma in Electronics Engineering or equivalent
- At least two (2) years of experience working as an Electronic Technician
- Local government experience is an added advantage
- Extensive knowledge of electronic systems, wiring, and all necessary equipment
- Proficient with manual and power tools
- Familiar with safety regulations governing the industry.

## POSITION:

### Geographical Information Systems Officer/senior (1 position)

**REPORTING TO** : Principal GIS Officer  
**GRADE** : 8/7  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Urban Planning Services

Applications are invited from suitably qualified and experienced persons to fill in the above mentioned vacancy in the GIS Section, Land Development and Management Division of the Department of Urban Planning Services.

## JOB PURPOSE

The incumbent is responsible for the implementation of operational plans relating to Geographic Information System (GIS) collation, conversion, integration, modelling, storage, maintenance and dissemination to Stakeholders.

## KEY RESULT AREAS

- Manages all utility and cadastral information including survey diagrams, general plans and other plans.
- Implements filing systems for plans and other land information produced and kept by the City of Harare.
- Implements and maintains an up-to-date computerized land information management system for the City of Harare.
- Designs and develops GIS User applications for various City of Harare Geographical Information Systems (GIS) users.
- Interfaces with various City of Harare GIS users in relation to their changing user requirements.
- Prepares a schedule of records approved by the Surveyor General to the Finance Director (City Valuer and Estates Manager) to ensure that processes leading to collection of rates on the new properties are initiated timely.
- Maintains up to date stand number and township registers and township index maps.
- Effects changes and endorsements on all plans after transactions that change the status or tenure of land.
- Undertakes quality control of data captured into the GIS database.
- Supervision and implementation of performance management and recommends staff skills improvement programmes in response to needs.

## QUALIFICATION AND EXPERIENCE

- BSc. Degree in Surveying, Geo-Informatics or Geomatics or acceptable equivalent from a recognized institution.
- At least two years post qualification practicing in a similar set up.
- Membership of recognized professional body is an added advantage.
- Class 4 driver's licence will be an advantage.

## POSITION:

### Roads Maintenance Officer (1 position)

**GRADE** : 8  
**REPORTING TO** : Road Maintenance Superintendent  
**LOCATION** : Regions  
**DEPARTMENT** : Works

Applications are invited from suitably qualified and experienced persons to fill in the above vacancy in the Roads Division of the Department of Works in City of Harare.

## JOB PURPOSE

Responsible for administration, supervision and co-ordination of road maintenance operations at unit level. The incumbent exercises direct supervision of crews engaged in the actual maintenance and repairs of City roads and is responsible for the daily planning of work, ordering of resources, maintaining accurate logs, recording/reporting of daily output and resources used.

## KEY PERFORMANCE AREAS

- Carries out road condition surveys and prepares field estimates of resources required to repair the road.
- Prepares weekly/daily plans, coordinates resources and supervise maintenance crews.
- Ensures resourcing of the unit according to the work plans.
- Trains, supervises and evaluates the performance of assigned personnel.
- Conducts safety meetings and ensures subordinates' compliance with divisional policies and procedures, and standards of quality and safety.
- Inspects work sites and ensures proper traffic control is in place before work commences.
- Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility.
- Maintains a variety of records and reports related to assigned projects.
- Communicates effectively and follows-through on verbal and written instructions.

## QUALIFICATIONS AND EXPERIENCE

- National Diploma in Civil Engineering from a recognized college.
- At least three (3) years' working experience in road construction and/or maintenance.
- Professional Registration with Engineering Council of Zimbabwe as a Technician is an added advantage.
- Clean Class 4 Driver's Licence.

## POSITION:

### Structural Engineering Technician/Senior (1 Position)

**GRADE** : 9/8  
**REPORTING TO** : Structural Engineer  
**LOCATION** : Cleveland House

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

## JOB PURPOSE

Responsible for design-drawing and site assessment of structural components of structures.

#### KEY RESULT AREAS

- Production of designs and drawings of structural elements
- Design of mix design in concrete works
- Monitors and checks structural elements for compliance with design and relevant tests.
- Carries out condition surveys of structural elements and prepare corresponding reports
- Performance management

#### QUALIFICATIONS AND EXPERIENCE

- Diploma in structural/Civil engineering or other related engineering qualification.
- At least 3 years' experience in design drawing environment.
- A clean class 4 driver's license.
- Registration with a Professional Body an added advantage.

#### POSITION : Engineering Technician/Senior (Architectural) (2 positions)

**GRADE** : 9/8  
**REPORTING TO** : Chief Architectural Technician  
**LOCATION** : Cleveland House

#### DEPARTMENT

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 the designing and production of detailed specifications of building works, drawings and monitoring the implementation of same.

#### KEY RESULT AREAS

- Designs building services layouts, fittings and schematics.
- Site measurements of 'as built' services layouts and drawings.
- Produces detailed reports on building services maintenance and upgrades.
- Supervision and Performance Management.
- Registration with a Professional Board an added advantage.

#### QUALIFICATIONS AND EXPERIENCE

- Diploma in Design Drafting or other relevant engineering services qualification.
- At least two (2) years' experience in drawing office.
- A clean class 4 driving licence an added advantage.

#### POSITION : Quantity Survey Technician (2 positions)

**GRADE** : 9/8  
**REPORTING TO** : Quantity Surveyor  
**LOCATION** : Cleveland House

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 Materials and schedules of materials, tender formulation and compilation.

#### KEY RESULT AREAS

- 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.
- Performs site and technical meeting duties.
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#### QUALIFICATIONS AND EXPERIENCE

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

#### POSITION : Building Inspector/Senior (9 positions)

**GRADE** : 9/8  
**REPORTING TO** : Regional Building Inspector  
**LOCATION** : Cleveland House  
**DEPARTMENT** : Works

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

#### JOB PURPOSE

Responsible for enforcing Model Building By-Laws and various relevant Statutory Instruments as enshrined in the Urban Councils Act (Chapter 29:15).

#### KEY RESULT AREAS

- Scrutinizes building plans to ensure that they comply with the Model Building By-Laws.
- Interprets By-Laws to Architects, Engineers, Draughts-persons, and property developers and property owners.
- Ensures that Building Plan fees paid are relative to proposed projects depicted on building plans and recommends payment of shortfalls where due.
- Tests Drain layers and Plumbers for licensing purposes in accordance with the relevant By-Laws and issues certificates.
- Inspects all construction works to ensure they conform to Model Building By-Laws.
- Originates, recommends and issues certificates of occupation to public and private buildings.
- Enforces the discontinuation of unauthorized or illegal construction activities.
- Supervision of Plan Processing Officers.

#### QUALIFICATION AND EXPERIENCE

- Five 'O' Levels including English and Mathematics.
- Apprenticeship trained journeyman Skilled Worker Class 1 in any building construction trades (Bricklaying/Carpentry/Plumbing).
- Diploma in Construction Technology/Building Technology or equivalent.
- Minimum of 5 years' experience in site supervision.
- Clean Class 4 Driver's Licence.

#### POSITION : Technician - Roads (3 positions)

**GRADE** : 9  
**REPORTING TO** : Roads Engineer Designs  
**LOCATION** : Capital Projects  
**DEPARTMENT** : Works

Applications are invited from suitably qualified and experienced persons to fill in the above vacancies in the Roads Division of the Department of Works in the City of Harare.

#### JOB PURPOSE

Offers technical support in planning and coordination of road maintenance works.

#### KEY PERFORMANCE AREAS

- Provides support to Engineers and Superintendents on road design, construction and maintenance activities of the Division.
- Conducts road condition inspections/surveys to determine scope of works for road upgrading/rehabilitation/maintenance interventions.
- Prepares detailed Bills of Quantities for new road construction or rehabilitation.
- Assists in resource procurement and scheduling for regions/area maintenance activities, tracking and reviewing work progress and ensuring that work is done to specifications.
- Liaises with Supply Chain/Finance on procurement and payment of ordered resources, produce and update the procurement schedule.
- Contributes to the development and implementation of road safety policies and procedures.
- Ensures compliance to SHE standards.

#### QUALIFICATIONS AND EXPERIENCE

- 5 'O' Levels including English and Mathematics.
- Diploma in Civil Engineering.
- Class 4 driver's license.
- Minimum of three (3) years' relevant experience.

#### POSITION : Technician Electronics (2 positions)

**GRADE** : 9  
**REPORTING TO** : Foreman (Radio And Instruments)  
**LOCATION** : Electronics Workshop-Bishop Gaul Avenue  
**DEPARTMENT** : Works

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

#### JOB PURPOSE

The incumbent shall be responsible for the installation and maintenance of Radio communications Network system

#### KEY RESULT AREAS

- Installation of traffic signals infrastructure, CCTVs and various electronic equipment.
- Configuration and programming of PLC and microprocessor based traffic controllers.
- Implements planned preventive maintenance schedules on traffic signals infrastructure.
- Attends to traffic signals faults, carries out diagnosis and electrical repairs of traffic signals equipment.
- Attends to Power suppliers, Inverters and Solar Backup Equipment.
- Assembling of PLC and microprocessor based traffic controllers.
- Designing and carrying-out modifications of traffic signals systems where necessary
- raining and appraising performance of apprentices, assistants and students on attachments.
- Implements safety & health policies and procedures as per the Factories and Works Acts.
- Supervising subordinates.

#### QUALIFICATIONS AND EXPERIENCE

- Minimum National Certificate in Electronic Engineering (Instrumentation and Control) with 5 years post qualification experience.
- Certification in PLCs and microprocessor programming is an added advantage
- Clean Class 4 driver's licence
- A National Diploma in the above mentioned field is an added advantage
- Minimum of 5 'O' Level Passes
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#### POSITION : Technician (Radio And Instruments) (1 position)

**GRADE** : 9  
**REPORTING TO** : Foreman (Radio And Instruments)  
**LOCATION** : Electronics Workshops-Bishop Gaul Avenue  
**DEPARTMENT** : Works

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

#### JOB PURPOSE

The incumbent shall be responsible for the installation, repair and/or maintenance of all Radio Communications Network System, Instrumentation and Control equipment.

#### KEY RESULT AREAS

- Installation of traffic signals infrastructure, CCTVs and various electronic equipment.
- Configuration and programming of radio and repeater systems as well as telecommunication systems.
- Implements planned preventive maintenance schedules

on Radio Network infrastructure.

- Attends to Radio Network faults, carries out diagnosis and electrical repairs on radio network equipment.
- Implements electrical instrumentation monitoring and improvement projects.
- Installation and maintenance of medical equipment, PLC based traffic controllers radio and telemetry communication system.
- Attends to Instruments Faults, carries out diagnosis and electrical repairs of Instruments and Control Equipment.
- Attends to Power suppliers, Inverters and Solar Backup Equipment.
- Assembling of Radio and Telecommunication Systems.
- Designing and carrying-out modifications of Radio network systems where necessary
- Training and appraising performance of apprentices, assistants and students on attachments.
- Implements safety & health policies and procedures as per the Factories and Works Acts.
- Supervise subordinates.

#### QUALIFICATIONS AND EXPERIENCE

- Five 5 'O' Level passes.
- Higher National Diploma in Electronic Engineering (Electronic Communication Systems/Instrumentation and Control) with 3 years post qualification experience.
- Certification in repeater and radio programming, an added advantage.
- Certification in CCTV installation, an added advantage.
- Clean Class 4 Driver's Licence.

#### POSITION : Refrigeration Technician (1 position)

**GRADE** : 12/11/10  
**REPORTING TO** : Foreman -Electrical Plant  
**LOCATION** : Electrical Plant Workshop-Bishop Gaul Avenue  
**DEPARTMENT** : Works

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

#### JOB PURPOSE

The incumbent shall be responsible for the installation and maintenance of refrigeration units, air conditioning and HVAC systems for City of Harare.

#### KEY RESULT AREAS

- Installation of climate control systems (air-conditioning and HVAC systems) and refrigeration units.
- Implementing planned maintenance schedules including processing and completing work orders.
- Contacting the client to ascertain their equipment needs.
- Reading and interpreting blueprints and compliance schematics.
- Maintenance of climate control systems and refrigeration units.
- Observing and testing newly installed systems.
- Troubleshooting refrigeration equipment failures.
- Replacing worn seals, outer shells, and worn-out motors.
- Informing clients of repair costs and alternate cooling options.
- Training and appraising performance of apprentices, assistants and students on attachments.
- Supervising subordinates.
- Implementing safety and health policies as per requirements of Factories and Works act

#### QUALIFICATIONS AND EXPERIENCE

- Trade tested Skilled Worker Class 2-4 qualification.
- Two 2 years post qualification experience.
- A Clean Class 4 driver's licence an added advantage.