



CITY OF MUTARE

ENGINEERING & TECHNICAL SERVICES DEPARTMENT

VACANCY: BUILDING & MAINTENANCE SUPERINTENDENT: GRADE 9x1

Applications are invited from suitably qualified, experienced, self-motivated and task-oriented individuals to fill the above positions that have arisen within the Engineering and Technical Services Department.

THE PERSON SPECIFICATION

- At least a national Diploma in Quantity survey/ Civil engineering or equivalent from a ZimCHE-recognized institution
- At least five (5) years post graduate experience, three (3) of which should be in a building construction environment
- Registration with a professional body is an advantage.
- 5 '0' Levels including Maths and English
- Clean class 4 driver's licence

KEY DUTIES AND RESPONSIBILITIES

The incumbent will report to the projects engineer and will be responsible for the following:

- Overseeing building maintenance operations
- Scoping of works
- Compilation Bill of Quantities (BOQs)
- Supervision of Artisans
- Supervision of contractors
- Training and performance appraisal of staff

KEY COMPETENCIES

- strong scoping and costing skills
- Proficiency in Excel and Microsoft Project or equivalent software
- Ability to communicate effectively
- Ability to work effectively, both independently and within a team
- Ability to handle pressure and work with minimum supervision
- Professional ethics

Applicants should submit six (6) certified hard copies of academic and professional certificates and their CVs to the office of the Town Clerk no later than 10 October 2025. Only shortlisted candidates will be contacted. Canvassing will automatically disqualify candidates.

“EQUAL EMPLOYMENT OPPORTUNITY”

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K. B. CHAFESUKA
TOWN CLERK