



CITY OF MUTARE

ENGINEERING & TECHNICAL SERVICES DEPARTMENT

VACANCY: CLERK OF WORKS: 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 civil engineering or equivalent from a ZimCHE-recognized institution.
- Registered as technician with the Engineering Council of Zimbabwe (ECZ) or at least with the Zimbabwe institute of engineers (ZIE)
- 5 'O' Levels including Maths and English
- At least three years' experience in a similar environment
- Clean class 4 or class 3 drivers' licence.

DUTIES AND RESPONSIBILITIES

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

- Quality assurance of all materials and workmanship employed at sites
- Ensuring compliance with project specifications, regulatory requirements, and industry standards
- Proactive identification and reporting of defects and deviations from specifications
- Origination of reports and maintaining construction records.
- Monitoring project progress against approved schedules
- Oversight of health and safety protocols on site, ensuring a secure working environment

KEY COMPETENCIES

- In materials, methods and regulations
- Ability pay attention to detail
- Good judgment to ensure quality and compliance.
- Strong communication, report writing, and organizational skills to effectively supervise construction projects by monitoring progress, inspecting work, and maintaining records to meet specifications and schedules.
- Ability to work effectively, both independently and within a team
- Ability to handle pressure and work with minimum supervision
- Highly ethical

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”

TEL: 02020-64412

WHATSAPP: +263 775 792 461

FACEBOOK: The City of Mutare

TWITTER: @CityOfMutare

WEBSITE: www.mutarecity.org

City of Mutare
Civic Centre
P O Box 910
MUTARE

K. B. CHAFESUKA
TOWN CLERK