



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITIES

Zambezi River Authority is seeking a highly motivated, suitably qualified, and experienced Zimbabwean Nationals to fill the following vacant positions:

No	Position	Department	Office Location
1	Dam Safety Monitoring Officer	Projects and Dam Management Services	Kariba Office, Zimbabwe
2	Draughtsperson	Projects and Dam Management Services	Kariba Office, Zimbabwe
3	Dam Maintenance Civil Foreperson	Projects and Dam Management Services	Kariba Office, Zimbabwe
4	Electrical Assistant	Projects and Dam Management Services	Kariba Office, Zimbabwe

1. DAM SAFETY MONITORING OFFICER

JOB PURPOSE

To supervise the Dam Safety programme activities such as visual inspections, providing the first level of dam safety data analysis, data management, quality checks and professional advice to ensure compliance with the dam safety management requirements of the Authority's dam assets for long-term safe operation of the Kariba Dam and appurtenances.

Under the supervision of the Dam Safety Monitoring Engineer, the Dam Safety and Monitoring Officer will carry out the following key responsibilities:

1. Dam Safety Monitoring will cover the following key responsibilities:

- 1.1. Coordinating and supervising the Dam Safety programme management processes, which are dam surveillance, data collection and evaluation, applying professional knowledge to analyze dam safety behaviour in compliance with the Standing Operating Procedures (SOP) for continued safe operation of the Kariba Dam.

- 1.2. Performing dam safety performance analyses with the Dam Safety Monitoring Engineer in order to establish the behaviour and performance of Kariba Dam and related structures.
- 1.3. Undertaking dam safety inspections and reviewing the performance and operation of the dam in consultations with the Dam Safety Monitoring Engineer.
- 1.4. Providing engineering advice on the risks of inspection findings and guiding implementation of the inspection recommendations for minimizing the risks.
- 1.5. Carrying out geodetic deformation surveys and performing dam safety assessments using dedicated software codes for subsequent reporting of the dam behaviour in compliance with the SOP and dam management standards.
- 1.6. Providing project and Contracts management services, including tender preparation for Dam Safety programme management contracts.
- 1.7. Participating in undertaking of Dam Safety Management audits and coordinating routine dam safety inspection processes and activities in compliance with the SOP manual.
- 1.8. Preparing dam safety reports in order to ensure compliance with the SOP requirements and the Authority's Corporate Strategy.

2. Risk Management which will cover the following key responsibilities:

- 2.1. Promoting a risk culture awareness in the Dam Safety Section.
- 2.2. Identifying dam safety management requirements, risks and mitigation measures and supporting the Dam Safety Monitoring Engineer to implement dam maintenance recommendations.
- 2.3. Identification of dam safety management requirements and risk mitigation measures in consultation with the Dam Safety Monitoring Engineer and coordinating follow-up actions to ensure that dam safety management recommendations are effectively implemented.

3. Budget and budgetary control which will cover the following responsibilities:

- 3.1. Proposing the Dam Safety budget to address identified dam safety performance risks in consultation with the Dam Safety Monitoring Engineer.
- 3.2. Ensuring effective utilization of resources and that expenditure is within the budget.

4. Strategic leadership which will cover the following responsibilities:

- 4.1. Ensuring a safe working environment by complying with the Authority's Occupational Health and Safety (OHS) Policy and relevant pieces of legislation and guidelines of the Contracting States.

4.2. Providing leadership and direction, including management of performance of the employees under the Dam Safety Monitoring Section employees' performance.

4.3. Ensuring that applicable Performance Management system processes are adequately carried out for all the subordinates during each performance management cycle.

4.4. Ensuring proper utilization of resources under the Dam Safety Monitoring Section.

QUALIFICATIONS & EXPERIENCE

General Education:

General Education:

- Five (5) 'O' Levels with "Cs" or better; in English, Mathematics, and any Science subject;

Professional/Academic Qualifications:

- Bachelor's Degree in Civil Engineering or equivalent
- Membership of a Professional Body

Minimum Experience: Five (5) years of relevant experience, three (3) years of which should be at Lower Management level.

OTHER KEY COMPETENCES

Analytical skills, leadership skills, communication skills, team player, innovative, results oriented and quality oriented.

2. DRAUGHTSPERSON

JOB PURPOSE

To supervise the creation of drawings, maintenance and updating of stored Drawing Office records in various forms, management of library and archive records, production of computer aided design (AutoCAD) drawings and leading subordinates in the maintenance of technical Drawing Office records.

Under the supervision of the Dam Safety Monitoring Engineer, the draughtsperson will carry out the following key responsibilities: -

- 1 Supervising and managing the Drawing Office activities to ensure that high quality technical drawings are produced, recorded and/or maintained.
- 2 Overseeing the maintenance of an accurate computerised inventory of documents in the Drawing Office; pertaining to their storage, backup, maintenance/updating, until their disposal where necessary.

- 3 Maintaining technical data and the Dam Management Services' library and archive records of historic and present works.
- 4 Facilitating the preparation and production of design drawings, plans or sketches in either computer aided (AutoCAD) and manual formats as required.
- 5 Providing professional guidance to subordinates and ensuring that completed work is accurately documented or recorded and ready for presentation to the superior.
- 6 Compiling and maintaining the electronic and paper library records of the Dam Management Services programmes and those of the Authority in general.
- 7 Overseeing the maintenance of Drawing Office inventory of drawings and equipment, library and archive records, furniture and fittings,
- 8 Proposing the Drawing Office budget to address identified tools and equipment requirements for the dam safety performance risks,
- 9 Maintaining current knowledge of new trends and innovations in the field of archives and records management suitable for the Drawing Office, library and archive.

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) 'O' Levels with "Cs" or better; in English, Mathematics and any Science subject;

Professional/Academic Qualifications:

- Diploma in Technical Drawing

Minimum Experience: Three (3) years of relevant experience using AutoCAD

OTHER KEY COMPETENCES

Leadership skills, team player, innovative, result oriented, quality oriented and communication skills.

3. DAM MAINTENANCE CIVIL FOREPERSON

JOB PURPOSE

Responsible for dam maintenance activities and attending to the construction, repairs, installations, and civils maintenance works at the Kariba Dam, including playing an oversight role in the supervision and maintenance of the Authority's building assets.

Under the supervision of the Dam Maintenance Engineer, the Dam Maintenance Civil Foreperson will carry out the following key responsibilities:

- 1 Leading the general dam maintenance activities including the construction, repairs and installation of the Authority's civils and building assets.
- 2 Monitoring the planning of tasks, work and distributing of materials and time management of schedules on received job cards.
- 3 Using judgment within generally defined guidelines to identify problems, craft solutions and help to solve maintenance problems and to promote a team-oriented work culture.
- 4 Monitoring effectiveness of work plans involving materials, labour, equipment, transport and budget, optimizing the use and management of resources.
- 5 Supervising skilled Artisans in assigning tasks and general maintenance; and providing technical expertise in the undertaking of civils related maintenance works.
- 6 Inspecting work done and ensuring that workmanship meets acceptable standards and that employees and casual/contract workers always observe safe workplace practices.
- 7 Preparing and timeously submitting comprehensive monthly and ad hoc reports on the Section's Civils related activities, with sufficient useful details for decision making by superiors.
- 8 Proposing equipment, materials and spares to be used and procured in line with the changing technologies applicable within the civils, construction and maintenance field.
- 9 Verifying monthly time sheets of the civils maintenance teams including for casual/contract employees in order to facilitate processing of the payroll.

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) 'O' Levels with "Cs" or better; in English, Mathematics and any Science subject;

Professional/Academic Qualifications:

- Diploma in Civil Engineering or equivalent
- Membership of a Professional body

Minimum Experience:

Three (3) years of relevant experience.

OTHER KEY COMPETENCES

Communication skills, leadership skills, planning skills, innovative, results oriented, quality oriented.

4. ELECTRICAL ASSISTANT

JOB PURPOSE

To carry out electrical related assignments in order to ensure optimum availability and reliability of the Kariba Dam electromechanical equipment of the floodgates and ancillaries, essential building service and workshop apparatuses and tools.

Under the supervision of the Artisan Electrical in the Projects and Dam Management Services, the Electrical Assistant will carry out the following key responsibilities: -

1. Performing tasks as directed by the line supervisor to include assisting with installations, diagnosing faults, testing, repairs, and maintenance of electrical equipment, appliances, apparatus, and fixtures.
2. Performing planned tasks including site inspections, preparation, clearing and maintaining general site tidiness and assisting as directed by the line supervisor.
3. Assisting in general electrical work and preparation as directed.
4. carrying out electrical related emergency/ breakdown maintenance works while ensuring that personal safety, protection and proper use of plant and equipment is maintained.
5. Assisting the line supervisor in identifying electrical hazards, defects and the need for adjusting and repair of electrical installations in order to ensure compliance with applicable codes.
6. Ensuring all tools and equipment are serviceable.
7. Recommending correct replacement parts and components.
8. Proposing equipment, materials, spares, and other budget items required by the by Section to meet sectional performance targets.

QUALIFICATIONS & EXPERIENCE

General Education:

- Five (5) 'O' Levels with "Cs" or better; in English, Mathematics and any Science subject;

Professional/Academic Qualifications:

- Class 1/Craft Certificate in Electrical Engineering or equivalent

Minimum Experience:

Two (2) years of relevant experience.

OTHER KEY COMPETENCES

Communication skills, team player, innovative, results oriented and quality oriented.

Employment Type: Permanent and Pensionable

Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding workplace Gender Equity and Equality, female candidates are encouraged to APPLY.

APPLICATION PROCEDURE

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to:

Senior Manager - Human Resource and Administration,
Zambezi River Authority,
Harare Office
Club Chambers, Nelson Mandela Avenue, P.O Box 630,
HARARE

OR Kariba Office
Administration Block, 21 Lake Drive
Pvt Bag 2001,
KARIBA

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 27TH MAY 2022