



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITIES

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

No	Position	Department	Office Location
1	Dam Maintenance Assistant	Projects and Dam Management Services	Kariba Office, Zimbabwe
2	Motor Vehicle Workshop Attendant	Projects and Dam Management Services	Kariba Office, Zimbabwe
3	Driver	Corporate Services	Kariba Office, Zimbabwe

1. DAM MAINTENANCE ASSISTANT

JOB PURPOSE

To operate earth moving plant and equipment, folklifts, dump/tipper trucks and vehicles for the smooth delivery of operations and maintenance programmes.

Under the supervision of the Artisan-Dam Maintenance, the Dam Maintenance Assistant will carry out the following key responsibilities:-

- (a) Operating earth moving plant and equipment, folklifts, tippers, and vehicles for undertaking of operations and maintenance activities.
- (b) Driving employees and any other persons as directed.
- (c) Inspecting, cleaning and maintaining plant, equipment and vehicles under the Dam Maintenance Section.
- (d) Refueling plant, equipment and vehicles under the Dam Maintenance Section as guided.
- (e) Ensuring that plant and equipment and vehicles journey logbooks are correctly and accurately completed.
- (f) Undertaking minor repairs on vehicles such as changing of tyres.
- (g) Responsible for the safety of plant, equipment and vehicle tools and equipment.
- (h) Perform any other duties within the scope of the job as may be assigned from time to time by the Line Supervisor.

QUALIFICATIONS & EXPERIENCE

General Education:

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

Academic / Professional Qualifications:

- Plant and Equipment Operating Certificate.

Experience

- Minimum Experience: Two (2) years of relevant experience.

Certifications

- Class 1 Driver's License

OTHER KEY COMPETENCES

Team Player, Innovative, Results Oriented, Quality Oriented and Communication Skills.

2 . MOTOR VEHICLE WORKSHOP ATTENDANT

JOB PURPOSE

To ensure that Authority vehicles and other related plant and equipment are timely serviced and maintained in a safe and serviceable condition.

Under the Supervision of the Automotive Mechanic, the Motor Vehicle Workshop Attendant will carry out the following key responsibilities:-

- (a) Assisting and providing support to the lead mechanic in carrying out diagnosis and repairs of motor vehicles, plant and equipment.
- (b) Replacing worn out parts and belts, tubes and vehicle's oil, flush and replace fluids and change bulbs under the supervision of the lead mechanic.
- (c) Observing and promoting safety by cleaning the workspace and environment and removing hazardous materials such as oils, fuels, and other fluids.
- (d) Safe keeping and/or disposal of motor vehicle workshop tools, oils, tyres, and other vehicle fluids.
- (e) Operating tyre fitting and wheel balancing machine and repair punctures.
- (f) Performing any other duties within the scope of the Job as may be assigned from time to time by the Line Supervisor.

QUALIFICATIONS AND EXPERIENCE

General Education.

- Three (3) 'O' Levels with "Cs" or better

Professional/ Academic Qualifications.

- Relevant Trade Certification.

Experience

- One (1) year of relevant experience

OTHER KEY COMPETENCES

Team Player, Innovative, Results Oriented, Reliability and Communication Skills.

3. DRIVER

JOB PURPOSE

To provide driving services to Authority employees and other stakeholders and to deliver documents and other relevant items to various organisations.

Under the supervision of the Administrative Assistant, the Driver will carry out the following key responsibilities:-

- (a) Driving Authority Officials, employees and their dependants as may be assigned.
- (b) Cleaning Authority vehicles and ensuring that vehicles are properly kept from time to time.
- (c) Refueling Authority Vehicles.
- (d) Collecting and delivering mail, Documents and parcels from offices to various destinations as assigned.
- (e) Ensuring that the messages and mail are delivered to authority debtors and availing feedback to Line Supervisors.
- (f) Ensuring that all journey logbooks for motor vehicles are correctly and accurately completed.
- (g) Undertaking minor repairs to motor vehicles and attending to changing of tyres.
- (h) Assisting Line Supervisor in maintaining the History of Maintenance Report for all motor vehicles at Kariba Office.
- (i) Performing any other duties within the scope of the job as may be assigned from time to time by the Line Supervisor.

QUALIFICATIONS & EXPERIENCE

General Education:

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

Academic / Professional Qualifications:

- Crafts Certificate in Motor Mechanics or Equivalent

Experience

- Minimum Experience: Two (2) years of relevant experience.

Certifications :

- Class 1 Driver's License

OTHER KEY COMPETENCES

Team Player, Innovative, Results Oriented, Quality oriented and Effective Communication skills.

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 the Senior Manager-Human Resource and Administration on either of the following addresses:

Zambezi River Authority
Club Chambers, 4th Floor
Nelson Mandela Avenue
P O Box 630
HARARE

OR

Zambezi River Authority
Administration Block
21 Lake Drive
Pvt. Bag 2001
KARIBA

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 17TH NOVEMBER 2023