



## ZAMBEZI RIVER AUTHORITY

### JOB OPPORTUNITIES

The Authority is inviting applications from suitably qualified and experienced Zimbabwean Nationals to fill the positions indicated below.

S/N	Position	Salary Grade	Department
1	Occupational Health and Safety Officer	ZRA 05	Projects and Dam Management Services
2	Equipment Operator	ZRA 08	Projects and Dam Management Services
3	Builder	ZRA 09	Projects and Dam Management Services

#### 1. OCCUPATIONAL HEALTH AND SAFETY OFFICER

##### JOB PURPOSE

To ensure implementation and compliance with the Authority's Occupational Health and Safety (OHS) Policy and guidelines as well as the applicable National Occupational Health and Safety pieces of legislation in the Contracting States.

##### KEY RESPONSIBILITIES:-

###### 1. Occupational Health and Safety:

- 1.1. Develops, implements and continuously improves the OHS Policies, procedures, programmes and practices that will assist the Authority to meet the legislative Occupational Health and Safety requirements.
- 1.2. Inspects premises to ensure compliance with rules and regulations for safe and healthy working environments.
- 1.3. Performs regular audits and review of work processes including behavioural auditing and inspections at the Authority's workplaces to identify any hazards and prescribe measures to address and minimise the OHS risks.

- 1.4. Inspects premises, conducts risk assessments, identifies non-conformities (e.g., not using protective equipment) and enforces preventive measures by issuing workplace directives and stop-work orders to stop unsafe work practices.
- 1.5. Investigates hazards, accidents, work refusals, fatalities, and health and safety complaints to determine causations through root-cause analyses techniques.
- 1.6. Reviews hazard assessments, safe work procedures, accident/incident reports, OHS programmes and safety management plans including the maintenance of a register of injuries, near misses and continuous monitoring reports of the trends for the Authority.
- 1.7. Works collaboratively with all the internal business units and Workplace Representatives of the OHS Committee to improve OHS and risk management practices in the Authority.
- 1.8. Facilitates the conducting of all initial inductions, and ensures that all OHS meetings are scheduled, held and attended as per statutory and system requirements, and regularly reporting and giving periodic feedback to management.
- 1.9. Promotes and encourages all employees to actively participate in OHS programmes.
- 1.10. Assists with the identification of OHS related knowledge gaps and coordinates the training of staff and all concerned parties to minimise occupational health and safety hazards.
- 1.11. Provides guidance with the storage, use and disposal of regulated substances.

## **2. OHS Risk Management**

- 2.1. Promotes a risk and safety culture and ensuring employees' awareness of OHS concerns, programmes and regulations by conducting sensitisation programmes in the Authority.
- 2.2. Identifies OHS requirements, risks and mitigation measures and supporting the implementation of appropriate measures to reduce workplace risks and hazards.
- 2.3. Supports the application of the Authority's OHS procedures by providing input into the policy and process development, building organisational understanding of risk management and reporting on organisational performance.
- 2.4. Coordinates the follow-up actions to reduce workplace OHS hazards and risks, including facilitating in the planning and implementation of OHS hygiene monitoring programmes.
- 2.5. Carries out risk assessments on occupational hygiene stressors such as dusts, fumes, vapours, hydrocarbons, particulates, noise, indoor air quality, heat stress etc.
- 2.6. Conducts internal OHS Legal and Systems Audits and Inspections as well as developing Audits/Inspections' Remedial Action Plans to ensure the findings' closure.

### **3. Stakeholder Management**

- 3.1. Manages stakeholder engagement and correspondences with the Government agencies, contractors, and regulators to ensure that the Authority is compliant with applicable legal requirements including Permits, Licenses, and good hygiene practices.
- 3.2. Ensures the safe working environment through assessing employees' exposure to health risks and to measure the effectiveness of programmes through monitoring and enforcing compliances to OHS legislations, codes of practices, policies, procedures, and guidelines.
- 3.3. Reviews the Method Statements developed by contractors relating to OHS and ensuring that adequate and effective controls are implemented.
- 3.4. Proposes and leads the implementation and conducting of regular audit programmes to protect employees' health and implementing ergonomics.
- 3.5. In consultation with the section of Human Resource and Administration, advises various stakeholders on workers' compensation claims pertaining to workplace exposures using data obtained from quantitative analysis of hazard exposure.

### **4. Budget and Budgetary Control**

- 4.1. Proposes the budget to address identified OHS requirements across all internal Authority businesses in consultation with all the Sectional Heads.
- 4.2. Advises on the selection, use, and maintenance of Personal Protective Equipment (PPE).
- 4.3. Ensures effective utilization of resources and that expenditure is within the budget including in respect of the selection and facilitation in the procurement of the appropriate PPEs across the Authority's business units.

## **QUALIFICATIONS & EXPERIENCE**

### **General Education:**

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

### **Professional / Academic Qualification:**

- BSc Degree in Occupational Health and Safety / Environmental Health or other relevant equivalent/ related OHS discipline.

### **Experience:**

- Minimum six (6) years of relevant experience

### **Certifications:**

- Member of a Professional Body

## **KEY COMPETENCES**

- Knowledge of OHS and workplace safety guidelines
- Strategic Planning
- Decision making skills
- Interpersonal skills
- Innovative
- Effective Communication skills

## **EMPLOYMENT TYPE: Permanent and Pensionable**

### **2. EQUIPMENT OPERATOR**

#### **JOB PURPOSE**

To operate and maintain heavy machinery and equipment used in the maintenance and operation of ZRA facilities, including safety awareness, and the ability to handle complex machinery under varying conditions.

#### **KEY JOB RESPONSIBILITIES**

##### **1. Equipment Operation**

- 2.1. Operates heavy machinery and equipment, including mobile cranes, loaders, excavators, and other specialized equipment, as required for the maintenance and operation of hydroelectric power facilities.
- 2.2. Performs pre-operational checks on equipment to ensure proper functioning and report any malfunctions or safety concerns to the Maintenance Supervisors.
- 2.3. Follows operational procedures and safety guidelines to ensure the safe and efficient use of equipment.

##### **2. Maintenance and Inspection**

- 2.4. Conducts routine inspections and maintenance of equipment to ensure it is in good working condition, including lubricating, refueling, and cleaning.
- 2.5. Identifies and reports equipment issues or the need for repairs to the maintenance team, ensuring timely resolution to prevent operational disruptions.
- 2.6. Maintains accurate logs and records of equipment usage, maintenance activities, and any issues encountered.

### **3. Safety Compliance**

- 3.1. Adheres to all safety protocols and procedures to minimize the risk of accidents and ensure a safe working environment for all personnel.
- 3.2. Participates in safety training sessions and ensure that all equipment operations are conducted in compliance with the Authority's safety standards and regulatory requirements.
- 3.3. Uses personal protective equipment (PPE) as required and ensure that all safety devices on equipment are operational.

### **4. Support to Maintenance Activities**

- 4.1. Assists the maintenance team with tasks requiring the use of heavy equipment, such as moving materials, clearing debris, and transporting equipment.
- 4.2. Collaborates with other departments and teams to ensure the successful completion of maintenance and operational projects.
- 4.3. Provides input and feedback to the maintenance team regarding equipment performance and potential improvements in operation.

### **5. Operational Efficiency**

- 5.1. Operates equipment in a manner that maximizes efficiency and minimizes wear and tear on the machinery.
- 5.2. Plans and executes operations in a way that reduces downtime and enhances productivity for maintenance and operational tasks.
- 5.3. Suggests improvements to equipment operation techniques to optimize performance and extend the lifespan of the machinery.

## **QUALIFICATIONS & EXPERIENCE**

### **General Education**

- Five 5 'O' Levels with credits/ "Cs" or better; in English, Mathematics and any Science Subject

### **Professional / Academic Qualification**

- Plant and Equipment Operating Certificate.

### **Experience:**

- Minimum four (4) years of relevant experience

### **Certification:**

- Class 2 Driver's License

## **KEY COMPETENCES:**

Team Player  
Innovative  
Results orientated.  
Quality Orientated  
Communication skills

## **EMPLOYMENT TYPE: Permanent and Pensionable**

### **3. BUILDER**

#### **JOB PURPOSE**

To undertake all bricklaying, masonry, plastering concreting and tiling work for the smooth operation of the Authority.

#### **KEY RESPONSIBILITIES:**

1. Carry estimates of material and labour requirement for the job before execution of tasks
2. Raise stores requisitions for approval for the job and secure materials timely
3. Carry out set of new installations according to plan and specification
4. Excavates, mixes mortar and concrete for work assigned
5. Operate concrete mixers and poker vibrators
6. Ensure tools and equipment are serviceable at all time.
7. Ensure the safety of tools and equipment at all times.
8. Ensure cleanliness of the workshop and work environment.
9. Recommend closure of job cards after completion of tasks timely

#### **QUALIFICATIONS & EXPERIENCE**

##### **General Education:**

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

##### **Academic /Professional Qualifications:**

- Class 1/ Crafts Certificate in Bricklaying.

##### **Experience:**

- Minimum Two (2) years of relevant experience.

#### **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:**

Zambezi River Authority Lusaka Office, (Head Office) Kariba House 32 Cha Cha Cha Road P.O. Box 30233 <b>LUSAKA, ZAMBIA.</b>	Zambezi River Authority Club Chambers Nelson Mandela Avenue P.O. Box 630 <b>HARARE, ZIMBABWE</b>	Zambezi River Authority, 21 Lake Drive, Pvt, Bag 2001 <b>KARIBA, ZIMBABWE</b>
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**CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 17<sup>th</sup> FEBRUARY 2026**  
***(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)***