

Karoi Town Council



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78 BROOKS STREET
KAROI
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JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : GIS TECHNICIAN X 1
GRADE : 12
REPORTING TO: DIRECTOR OF ENGINEERING SERVICES

DUTIES & RESPONSIBILITIES

- Assist with collection, analysis, and maintenance of GIS data for urban development planning initiatives.
- Participate in the creation and updating of various layouts and databases.
- Provide support in mapping and spatial analysis projects.
- Assist with the production of informative maps and visualization to aid in decision-making and to communicate spatial information effectively to both technical and non-technical audiences.
- Contribute to the development of GIS technologies for field data collection and assist with surveying when necessary.
- Participate in training and professional development activities to build expertise in GIS, remote sensing, and related technologies.
- Assist with the management of GIS equipment and software, ensuring they are operational and up to date.
- Effectively communicate and work collaboratively.
- Provide administrative support to the GIS team as needed, including documentation and reporting.
- Any other duties assigned by the supervisor

QUALIFICATIONS AND ATTRIBUTES

- Diploma in Geographic Information System, Environmental Science, or a relevant field from a recognized institution with a strong GIS component. A degree is an added advantage
- Strong analytical skills with the ability to interpret spatial data and problem-solving.
- At least 1 year experience of GIS software such as ESRI, ArcGIS, QGIS, or similar applications.
- Familiarity with GIS devices and techniques for field data collection.
- Effective communication skills, both verbal and written
- Ability to learn quickly and work collaboratively in a team setting
- No criminal record
- A clean class 4 driver's licence

JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : SURVEY TECHNICIAN X 1
GRADE : 12
REPORTING TO : TOWN PLANNER

DUTIES & RESPONSIBILITIES

- Locate and relocate boundary beacons, town survey marks, benchmarks and official conical points providing vertical and horizontal control for the town.
- Lay out centre lines, culverts, bridges and curves necessary for road construction
- Organize, and manage spatial data relevant to the town.
- Perform land survey, to locate and relocate pegs, structures and property boundaries and man-made features
- Carry out topographical surveys
- Adjust machines and collecting field data
- Any other duties assigned by supervisor

QUALIFICATIONS AND ATTRIBUTES

- Diploma in Land Surveying or equivalent from a recognised institution. A degree is an added advantage
- At least 1 year relevant working experience in a public Sector Environment.
- A Clean Class 4 driver's licence
- Must be computer literate
- No criminal record

JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : BUILDING INSPECTOR X 1
GRADE : 8
REPORTING TO: TOWN PLANNING TECHNICIAN

DUTIES & RESPONSIBILITIES

- Carry out inspections at various levels and updating building inspections records and registers
- Supervise Council construction projects and contracts
- Facilitate registration of artisans
- Carrying out development control
- Scrutinise building plan appraisals
- Enforcing model building by-laws and other related regulations
- Any other duties assigned by the supervisor

QUALIFICATIONS AND ATTRIBUTES

- Diploma in Construction Technology or Building Services Engineering
- Class 1 or 2 journeyman in brick laying
- 1 year working experience, preferably in a construction sector
- Class 3 or 4 driver's license
- No criminal record

JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : DEVELOPMENT CONTROL ASSISTANTS X 4
GRADE : 5
REPORTING TO: BUILDING INSPECTOR

DUTIES & RESPONSIBILITIES

- Identify illegal activities in the town and ensure their compliance with Council regulations timeously.
- Provide instant advice to the public on development control issues as they relate to use of properties within the provisions of Town Planning Schemes, regulations and the law
- Carry out development control in terms of Part V of the Regional, Town and Country Planning Act Chapter 29:12
- Issue out and serve enforcement and prohibition orders in terms of the Act
- Prepare weekly, monthly and annual reports on development control
- Any other duties assigned by the supervisor

QUALIFICATIONS AND ATTRIBUTES

- National Certificate in Bricklaying/Carpentry/Plumbing/ Painting/Electrics/ Welding
- 5 O Levels with grade C or better
- Class 3 driver's license
- No criminal record

JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : QUANTITY SURVEYOR X 1
GRADE : 12
REPORTING TO : DIRECTOR OF ENGINEERING SERVICES

DUTIES & RESPONSIBILITIES

- Prepare estimates of costs and detailed bills of quantities for proposed projects.
- Measure site works during project implementation.
- Monitor project costs and budgets.
- Prepare monthly project costs and financial reports.
- Prepare project final accounts.
- Prepare reports as and when required.
- Attend site meetings and any other technical meetings as and when required.
- Any other duties assigned by the supervisor

QUALIFICATIONS AND ATTRIBUTES

- Diploma in Quantity Surveying from a recognized institution or equivalent. A degree is an added advantage
- At least 1 year post qualification experience in the project costing and management of project budgets.
- A clean record of service
- A clean class 4 driver's licence
- No criminal record

JOB DESCRIPTION

DEPARTMENT : WORKS
JOB TITLE : TOWN PLANNING TECHNICIAN X 1
GRADE : 12
REPORTING TO : TOWN PLANNER

DUTIES & RESPONSIBILITIES

- Layout designing of residential, commercial, industrial and institutional stands.
- Gather and analyze data relevant to land use, population demographics, and infrastructure within the town
- Assist with the preparation of surveys and studies to assess development needs and formulate strategies.
- Prepare maps, diagrams, and other visual aids to support planning proposals and documents.
- Provide technical support in the development and implementation of planning policies, by-laws, and regulations
- Answer queries from the public and provide information on planning regulations, processes and plans.
- Assist with the management of planning applications, including reviewing, recording and processing applications for land use changes, development and building permits.
- Enforce planning regulations, and monitor development in the town.
- Maintain an updated knowledge base relevant, legislation, and best practices in urban planning, and emerging attend to issues affecting the town
- Prepare reports
- Any other duties assigned by the supervisor

QUALIFICATIONS AND ATTRIBUTES

- A Diploma in Rural and Urban Planning Development or equivalent from a recognised institution. A degree is an added advantage
- Knowledge of GIS, AutoCAD, and 3D Draughting software
- At least 1 year experience in the same field
- A clean class 4 driver's licence
- No criminal record

Interested candidates can submit their applications accompanied by a detailed Curriculum Vitae with at least 3 references and certified copies of academic and professional certificates and a National Identity Card in a sealed envelope clearly marked the post being applied for, to the undersigned by **not later than 1630hrs of 26 July 2024.**

KAROI TOWN COUNCIL
78 BROOKS STREET
KAROI

T. NAMISALA
ACTING TOWN SECRETARY