



Lupane State University

Building Communities through Knowledge

VACANCY NOTICE

Applications are invited from suitably qualified and experienced candidates for the following posts:

1. VICE-CHANCELLOR'S OFFICE

Physical Planning, Works and Estates

Clerk of Works (1Post)

The Clerk of Works shall report to the Projects Officer or the Director, Physical Planning, Works and Estates.

Qualifications and Experience

- The ideal candidate must have at least a Higher National Diploma in Civil Engineering, Architecture, Quantity Surveying, Construction Management or equivalent. Possession of an Honours Degree in the relevant area will be an added advantage.
- Proven experience as a Clerk of Works or in a similar role within the construction industry.
- In-depth knowledge of construction practices, techniques, and materials.
- Strong understanding of building regulations, codes, and standards.
- Excellent communication and interpersonal skills to effectively liaise with various stakeholders.
- Attention to detail, problem-solving abilities, and a proactive approach to project oversight.
- At least 2 years' experience in a construction or project management environment.
- Familiarity with a recognized SHEQ management system.

Duties and Responsibilities

- Supervising construction, renovation, and maintenance projects to ensure adherence to design specifications, quality standards, and regulatory requirements.
- Conducting regular inspections to monitor work progress, assess quality, and verify compliance with project plans.
- Collaborating with contractors, architects, engineers, and other stakeholders to facilitate smooth project execution.
- Preparing detailed reports on project status, including findings, progress, and recommendations for improvements.
- Maintaining accurate records and documentation related to project activities and site operations.

- Ensuring compliance with safety, health, environmental, and quality standards within the construction environment.

Applications

Interested and qualified persons should send **one** set of their application in a **single pdf** file clearly indicating the position being applied for in the subject line to erecruitment@lsu.ac.zw. The application should consist of the application letter, Curriculum Vitae giving full personal details including full names, place and date of birth, qualifications, experience, present salary, date of availability, names, e-mail addresses and telephone numbers of at least three referees, certified copies of educational and professional certificates, birth certificate and National Identity Card.

The Application letter should be addressed to:

The Senior Assistant Registrar
Lupane State University
Human Resources Section
P O Box 170
Lupane

The closing date for the receipt of applications is **Friday 12 January 2024. Only shortlisted candidates will be contacted.**