

# HOMELINK VACANCY



## CLERK OF WORKS

Homelink Group which has interests in financial services and property development is offering a challenging and unique career opportunity to a highly talented, self-driven and results-oriented individual to take up the role of Clerk of Works.

### Job Summary

Reporting to the Projects Manager, the incumbent will be responsible for the site supervision, quality assurance and liaison with local authorities, Project engineers and affected communities.

### Job Description

- Manage and supervise contractor's activities on site.
- Supervise all construction stages.
- Hands-on in setting out and construction control.
- Material reconciliations.
- Work planning and rescheduling.
- Compile Progress, technical and financial reports.
- Should be acquainted with SHE knowledge, NSSA and other statutory regulations.
- Quality control methods for construction of water, sewer, and roads.
- Liaise with Local Authority and other stakeholders during the process of construction.
- Measurement of work and cost control.
- Carry out any other incidental duties that may be assigned to him by the Managers/Directors of the Company.

### Education and Qualifications

- A minimum of a Diploma in Civil Engineering or BSc Engineering Degree or similar Degree.
- Knowledge and 2 years of work Experience in Civil Engineering.

## Skills and Competencies

- Must be able to work independently and to deal with high workflow levels.
- Must have good report-writing skills.
- Must have excellent analytical skills.
- Must have good quantitative skills.
- Must have very good interpersonal skills.
- Must be a good communicator with good presentation skills.

## How to apply

Interested candidates are encouraged to send their CVs and certified copies of certificates to: [fsvacancies@homelink.co.zw](mailto:fsvacancies@homelink.co.zw) no later than **Monday 22 April 2024**.

Late submissions and canvassing will lead to automatic disqualification.

**Only shortlisted candidates will be contacted.**

### Head Office

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✉️ [helpdesk@homelink.co.zw](mailto:helpdesk@homelink.co.zw)

🌐 [www.homelink.co.zw](http://www.homelink.co.zw)

