

# CITY OF BULAWAYO



## HOUSING AND COMMUNITY SERVICES DEPARTMENT

### VACANCY:

### ASSISTANT DIRECTOR OF HOUSING AND COMMUNITY SERVICES (BUILDING AND HOUSING)

The following position has arisen within the City of Bulawayo

<b>1. JOB TITLE</b>	Assistant Director of Housing and Community Services (Building and Housing Branch) – (Grade 13)
<b>2. POST REPORTS TO</b>	Director of Housing and Community Services
<b>3. JOB PURPOSE</b>	<ol style="list-style-type: none"><li>1. The incumbent to provide visionary leadership to the Branch</li><li>2. To direct operations for the Branch, oversee budgets, set departmental goals and objectives, coordinates assessment efforts, monitor and evaluate and review programme/projects implementation strategies and outcomes to ensure efficient, effective and responsive delivery of service</li><li>3. Functional head of Council's built environment</li></ol>
<b>4. MAIN RESPONSIBILITIES/ JOB SUMMARY</b>	<ol style="list-style-type: none"><li>1. The incumbent is responsible for the delivery of adequate, decent, qualitative and affordable housing and relevant support social infrastructure in the City with full participation of stakeholders.</li><li>2. Ensuring the efficient, effective administration and management of Council leased properties to ensure good returns on investment.</li><li>3. Provision and management of community infrastructure and facilities in a sound manner for the benefit of the residents/and other stakeholders.</li><li>4. Environmental management and conservation to ensure an aesthetic city and its environs</li><li>5. Promotion and development of the informal sector (SMEs)</li><li>6. Project Management</li><li>7. Attendance to Council's disciplinary and grievance process as and when required.</li></ol>

<p><b>5. KEY RESPONSIBILITIES</b></p>	<p>The incumbent will be responsible among other issues for:</p> <ol style="list-style-type: none"> <li>1. The initiation of development plans for housing estates as well as implementation strategies thereof.</li> <li>2. Overseeing the administration of housing estates throughout the city.</li> <li>3. Drafting a wide range of reports to Council Committees</li> <li>4. Preparing Capital and Revenue budget estimates in collaboration with Council's Treasury Directorate</li> <li>5. Ensuring speedy and correct implementation of Council decisions relating to the Branch</li> <li>6. Coordination and management of Council's Building and Housing sections</li> <li>7. Head the Construction and Maintenance, Architectural, Quantity Surveying, Building Inspectorate and Control , Housing, Parks and Lands Inspectorate Sections</li> <li>8. Ensure all construction building projects comply to Municipal Bye- laws and relevant legislation</li> <li>9. Manage and administer all social housing programmes, services and properties</li> <li>10. Maintain and manage a Housing Waiting List Register in compliance with both Council and government policies</li> <li>11. Oversee the allocation of stands and business premises in compliance to Council policy</li> <li>12. Environmental Management in liaison with relevant arms of central government</li> </ol>
<p><b>6. QUALIFICATIONS REQUIREMENTS</b></p>	<p>Applicants should have any of the following:</p> <ol style="list-style-type: none"> <li>1. Degree in Social Sciences, or Development Studies, or Urban Studies, or Land, or Estate and Property Management, or Architect, Quantity Surveying, or Project Management</li> <li>2. A relevant Masters Degree will be an added advantage</li> <li>3. Membership to appropriate professional bodies</li> </ol>
<p><b>7. EXPERIENCE AND SKILLS</b></p>	<ol style="list-style-type: none"> <li>1. Minimum of 7 years working experience in management preferably in the Housing and Building environment</li> <li>2. Knowledge of Housing management legislation, building control, construction and relevant government policies as well as understanding of current housing policy issues.</li> <li>3. Knowledge of the legislation governing Council operations.</li> <li>4. Project management</li> <li>5. Strong supervisory and leadership skills and demonstrable ability to build productive work teams</li> <li>6. Thorough understanding of Council's financing procedures.</li> <li>7. Strong oral and written communication skills</li> <li>8. Strong organizational and interpersonal skills</li> <li>9. Computer literacy</li> <li>10. Possession of unendorsed Class 4 Driver's Licence.</li> </ol>
<p><b>8. BENEFITS</b></p>	<p>The salary payable reflects the seniority of the post and it is backed by benefits which include contributory pension fund, a Medical Aid Scheme, generous vacation and sick leave and essential car user</p>

	allowances. The details of the remuneration package will be revealed to the short listed applicants only.
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Applications marked 'Confidential, Assistant Director Housing and Community Services (Building and Housing) should be sent along with a comprehensive CV and copies of relevant academic/professional certificates supported by 3 professional traceable referees, to reach:-

**NB: Incumbency to public office is subject to possession of a clean criminal record. (Police Clearance)**

The Human Resources Manager  
City of Bulawayo  
P.O Box 591  
**BULAWAYO**

OR Drop applications to:-

Room 218 2<sup>nd</sup> Floor  
The Municipal Buildings (City Hall)  
L. Takawira Avenue/Fife Street  
**BULAWAYO**

Not Later than 27<sup>th</sup> November, 2017

ADVERT NO..6201

DATE: 17<sup>th</sup> November, 2017

C. DUBE  
**TOWN CLERK**