



Internal Advert – Re-advertised

Building Foreman X 1

Applications are invited from suitably qualified persons to fill the above position:

Main duties:

1. To provide a supervisory role in the provision of administrative, technical or construction.
2. To undertake costs analysis for repair and maintenance project work and perform risk and value management and cost control without compromising quality
3. To supervise daily maintenance tasks throughout assigned locations of responsibility; assign tasks, schedules and special projects on a daily basis.
4. To inspect buildings in areas of responsibility to ensure preventive maintenance needs are being met.
5. To maintain awareness of the different building contracts in current use
6. To develop and monitor maintenance department budget and expenditures and assisting to prepare budget reports.
7. To prepare requisitions and bid specifications: order materials, work closely with purchasing department to ensure equipment/supply needs are purchased and delivered as needed.
8. To monitor maintenance contractors and vendors, ensure work is fully completed to specifications and warranties are in place and honoured as needed.
9. To respond to maintenance emergencies after hours and on weekends as needed.
10. To perform any other related duties as required.

Qualifications:

- Grade 12 certificate
- College Diploma in Quantity Surveying/ Building Construction
- Minimum of 5 years of experience in a similar work environment.

Other skills and attributes:

- (i) Good planner and organizer, team worker and Innovative
- (ii) Honest, discipline, high level of integrity and sober character
- (iii) Assertive and able to make decisions quickly and effectively

Technical skills:

- (i) Good analytical and problem solving skills
- (ii) Customer service, Interpersonal and Communication Skills
- (iii) Performance oriented to meeting deadlines and flexible approach to working times
- (iv) High degree of self-motivation and; must work with minimum supervision
- (v) Knowledge of New Apostolic Church administration processes and procedures will be an added advantage

The successful candidate will report to the Head Property Development and Maintenance. Applications together with a detailed CV and copies of relevant documents and two references with day time contact telephone numbers should be addressed to:

The Manager Administration
New Apostolic Church
P. O. Box 31761
Lusaka 10101
Email: info@naczam.org.zm

Closing Date: 15th April, 2017

P.S. Only short listed candidates will be contacted for interviews