



NATIONAL COUNCIL FOR CONSTRUCTION

EMPLOYMENT OPPORTUNITIES

2. INSPECTOR – CIVIL WORKS

(Reporting to the Registrar - Registration & Regulation Department)

Responsibilities

- ♦ Analyse and scrutinise contractors' registration applications;
- ♦ Carry out inspections of construction works;
- ♦ Analyse and scrutinise data submitted by contractors and recommend appropriate action;
- ♦ Review status of contractors and recommend for upgrading, downgrading and or deregistration;
- ♦ Recommend measures for effective registration of contractors and consultants;
- ♦ Compile documentation regarding contractors status, performance and any other information relevant to development of the construction Industry;
- ♦ Address and follow up complaints against individuals, companies or firms in the construction industry;
- ♦ Assist in the development of curricula, syllabi and training material for the prioritised courses;
- ♦ Provide guidance on training methods, preparation of training materials and methods of assessing and evaluating training and carry out research and develop appropriate work methods;
- ♦ Updating and harmonization of course materials;
- ♦ Courses development through research;
- ♦ Lecturing;
- ♦ Give technical and administrative support to management;
- ♦ Collect and analyse data from the field and advise on corrective measures; and
- ♦ Any other duties as may be assigned by the supervising Officer from time to time.

KNOWLEDGE AND SKILLS REQUIRED:

- A degree in Civil Engineering with at least 4 years working experience in the Zambian Construction Industry.
- Good writing, presentation and interpersonal skills
- Must be computer literate.
- Must be a full member of the Engineering Institute of Zambia (EIZ) and must possess a valid Engineers' Registration Board (ERB) practicing certificate.
- Should be in possession of a driver's license
- Willingness to travel extensively around Zambia.

Application letters in own handwriting complete with curriculum vitae with 3 traceable referees, copies of relevant academic and technical/professional qualifications should reach the undersigned not later than Thursday 8th July, 2010.

The National Council for Construction is an equal opportunity employer.

The Executive Director
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