



## **VACANCY**

### ***Position:***

GENERAL HANDY MAN

### ***Location:***

FACILITIES & SERVICES SECTION, ADMINISTRATION

### ***Position status:***

PART – Time 40 HOURS PER WEEK (08.00am to 16.00pm)

### ***Position summary:***

The position provides general maintenance across the Facilities & Services Section

### ***Qualifications:***

Above 30 years

2 years minimum experience

Operation of relevant electrical equipment

### ***Added advantage to those with proof of experience in any of the following:***

- Driver's license
- Basics in electrical
- Basics in plumbing
- Basics in chicken rearing

### ***Duties and responsibilities:***

#### **Main duties include:**

- Maintenance across the Premises e.g., change light bulbs, general repairs etc.
- Set up and pack / clean after the functions
- Cleaning drains and gutters
- Maintain gardening e.g., hedging, weeding, planting
- Lock up of premises when required
- Other duties as assigned from time to time by the Administrator(Minister).

Be available for weekend work as required, and be disposed to be summoned in emergency situations.



### ***Competencies / experience:***

The General Handy man will have general competencies in any of the following:

- Operation of relevant electrical equipment
- General gardening duties

### ***Characteristics / qualities:***

The ability to:

- Display initiative in maintaining the overall fabric of the premises, especially in cleanliness, functionality, and safety.
- Work collaboratively with other workmates to provide a very high standard of maintenance on the premises.
- Display initiative in solving maintenance issues.
- Be flexible in dealing with a variety of tasks, which may include dirty work, heavy lifting, working outdoors in all weather and working at heights (using appropriate equipment).
- Communicate well with all members of staff and students.

### ***Health Status***

The Groundsman must demonstrate good health of mind and body.

### ***Accountability:***

The Groundsman is expected to work within Work, Health and Safety guidelines and keep himself well informed on this subject.

Please send all applications to:

[ajccountant@aju.ac.zw](mailto:ajccountant@aju.ac.zw) or

AJUC Accountant

16 Link Road

Mt. Pleasant

Harare

**NB: ALL APLICATIONS SHOULD BE SENT BEFORE JULY 31 2023**