JOB TITLE: **SENIOR TECHNICAL OFFICER**

DIVISION: **MAINTENANCE**

DUTY: **QACHA'S NEK**

JOB DESCRIPTION

1. Assists in the day to day running of the section and project activities and carry out field surveys.
2. Implements good site discipline, security of the site camps and safe working conditions.
3. Use P.C computer for production of drawings/downloading of survey information.
4. Assist in the ordering of materials and stock control
5. Carry out field survey, road inventories and traffic counts required for the planning and control of new projects.
6. Assists with analysis of data from on-going and completed projects to be used in the planning and control work.
7. Assists with production of costs estimates and job reports for proposed projects.
8. Assists with the programming of on-going and future projects.
9. Implements the design works as detailed in the project memorandum of job report with the CTO/PTO doing the supervision.
10. Maintains all site records for work quantities, productivity data and work attendance record, etc.
11. Make all requisitions for materials, tools and equipment required by the project for approval by the supervisor.
12. Carry out Laboratory tests as required.
13. Monitor quality control of works in the field and report on matters that may affect the project adversely.
14. Provide training to junior staff (seasonal casual labourers, if any).
15. Carry out any other duties as instructed by the supervisor.

Key Qualifications and Experience:

- Diploma in Civil Engineering
- A minimum of 1-2 year in either labour based or equipment or both in road maintenance works

Essential

- Computer literacy
- Problem solving skills
- Good communication skills
- Decision making skills

NB: The closing date for the submission of applications is **28th June 2024.** No late applications will be accepted. Only those shortlisted for interviews will be contacted. Applications should be submitted at:

PHYSICAL ADDRESS:

Roads-Directorate-Headquarters

Opposite Brown's Cash & Carry

Corner Senate and Lepoqo streets, Industrial Area, Maseru