

the construction phase.

- You will be required to give structural engineering specific insight at the conceptual stage of project to allow for accurate budgeting and project planning. You will also be required to inspect and assess work streams on the plant and ensure that construction is done according to specifications.
- To give feedback to the design office on any design problems and to assist the contractor to resolve problems on site

Qualification and Experience

- BEng (Civil) or BTech (Civil), registered with ERB or Equivalent as a Professional.
- Minimum 10 years' resident engineer functions on similar projects.

10. Engineering Surveyor Ref KCBT- ES WTW

Job Summary

- To survey and collect data on specific areas of land in order to meet project objectives.
- To map survey information using appropriate software.
- To develop contour drawings using appropriate software
- To set-out the works as per engineering designs
- Survey for as-build requirements

Qualification and Experience

- Bsc (Surveying), BTech (surveying) or equivalent.
- Must be professionally registered (Professional Surveyor) or Equivalent.
- Minimum 8 years in engineering surveying, directly related to construction of infrastructure.
- Experience with the setting out of works relating to the very accuracy requirements of the Water Treatment Plants.

11. HR Admin Clerk Ref KCBT-PC21

Job Summary

- To provide administrative and clerical support.
- Ensure the efficient operation of the site or office.
- Utilizing knowledge of systems or procedure .

Qualification and Experience

- National Diploma in HR or Equivalent
- Computer Literate
- Excellent records of Admin experience
- Excellent Admin Skill-set
- Admin related qualifications.
- Experience in working with complex cost to companies including fringe benefits
- Understanding of statutory laws and relevant Acts
- Proficiency in Ms Programmes
- Proficient in Ms Programmes.
- Excellent Communication skills

- Ability to work under pressure.
- A valid Driver's licence

12. HR/IR Officer Ref KCBT-HR/IR 21

Job Summary

- To manage the day-to-day HR issues in relation to all HR activities such as recruitment, training and development.
- Overseeing the management of site industrial labour relations.
- Managing grievance procedures and conflict resolution, while ensuring that the company continues to meet its business and company's objectives.
- The incumbent will be required to advise business and employees on all Labour related issues.
- Highlighting risks to the business and employees whilst ensuring business objectives are ultimately achieved.

Qualification and Experience

- Diploma in Human Resources or related qualification.
- Minimum of 5 years' Industrial Relations experience in a construction site environment.
- At least three years HR generalist experience.
- Excellent communication skills.
- Experience in preparing and representing the company at arbitration.
- Sound Knowledge of Labour Legislation and procedures.
- Strong IR Background.
- Pay attention to details.
- A valid driver's licence.

13. Internal Legal Advisor Ref KCBT-PC21

Job Summary

- The purpose of the position is to provide support in the delivery of reliable, accurate, timely and well-informed advice to the group on legal matters and the potential legal implications of various corporate strategies, business initiatives and projects.

Qualification and experience

- LLB
- 3-5 years post admission experience
- Contract law
- Company Law
- Labour law
- Construction Law
- Corporate governance

14. Payroll Clerk Ref KCBT-PC21

Job Summary

- To provide administrative and clerical support.
- To ensure the efficient operation of the site or office.
- Utilizing knowledge of systems or procedure.

Qualification and Experience

- Diploma in Payroll administration, book keeper Sage Pastel
- VIP Premier Experience (Full Function) - 3 to 5 years.
- Advanced Excel Experience (including Formulas)
- Understanding of Basic Conditions of Employment
- 3 years' experience in construction, engineering or similar environment
- Payroll input and reports, employee queries
- Experience in working with complex cost to companies including fringe benefits
- Understanding of statutory laws and relevant Acts
- Proficiency in Ms Programmes
- Proficient in Ms Programmes.
- Excellent Communication skills.
- Ability to work under pressure.
- A valid Driver's License.

General Information

Purpose: Personnel requirement for MMAMASHIA WATER TREATMENT WORKS (Botswana)

Work type: Project Based

Location: Botswana-Mmamashia

Salary: To be Negotiated

Closing Date: 12 February 2021

Starting Date: 1 April 2021

Sent applications to

Botswana.recruitment@khatocivils.com or hand delivered at Khato Civils offices at Mmamashia along the A1 road after Mmamashia Engine Garage

Call Teedzani Maposa at +2673180644 for clarifications

Response: If you are not contacted as a short-listed candidate within 4 weeks of the closing date, please consider your application as being unsuccessful.

CV: Candidates are invited to submit a CV together with copies of certificates/driver's licence (no original certificates). Applications that are received without copies of required documentation will not be considered

Khato Civils is an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability