



Watershed College

+263 (0) 65 2323172 / 2323438 P. Bag 3718 Marondera, Zimbabwe
Website: www.watershed.ac.zw email: secretary@watershed.ac.zw



 Cambridge Assessment
International Education

"By hard work we prosper"

31.10.2024

ESTATE MANAGER

JOB DESCRIPTION

The Estate Manager reports to the College Head and will be in charge of the upkeep and day-to-day running of the College Estate and enforces adherence to all estate policies and procedures. The incumbent will have a diverse range of tasks which will include:

- Supervise estate employees/contractors
- Manage budget and events, while adhering to required criteria
- superintend the estate management policies to ensure procedures are effectively implemented and complied with.
- superintend all aspects of estate management and environmental management issues for the College.
- Supervise and be responsible for management and maintenance of facilities, gardens and grounds on the estate to required standards,
- obtain maximum productivity, efficiency and quality service from employees
- uphold all aspects of compliance and quality standards
- make regular checks and assessments for maintenance, health and safety and security while liaising with Line Managers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise estate activities to achieve overall College goals.
- Quality control of all aspects of estate including health and safety
- Adhere to statutory obligations, quality and best practice guidelines
- Carry out an agreed annual programme of maintenance work in order to maintain the estate to the required standard
- Inspect buildings, structures and facilities regularly
- Ensure that the equipment in use is maintained and can be used/operated safely at all times.
- Ensure essential repairs or replacements are carried out as part of the maintenance programme in line with applicable standards and within prescribed time limits
- Identify hazards and defects to ensure compliance to applicable codes, procedures and legislation in health and safety
- Maintain accurate records/documentation associated with the work
- Responsibly use resources while operating within budgetary controls



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EDUCATION AND EXPERIENCE

- A relevant professional qualification.
- Advanced PC skills are required including Excel and Word; Access and PowerPoint are preferred.
- Excellent interpersonal, organisational and communication skills
- Requisite knowledge of the tools, equipment, and materials common to the environment
- Practical knowledge of building maintenance, security and housekeeping.
- Practical knowledge of plants plus experience of using general garden machinery.
- Excellent time management skills and ability to multi-task and prioritize work.
- Flexibility and adaptability to changing priorities.
- Demonstrate an ability to plan and manage effectively.
- Demonstrated work experience of 5-10 years.
- A minimum age of 40 years is preferred
- Experience of working in a similar environment would be an added advantage.

REMUNERATION PACKAGE

A competitive remuneration package will be disclosed to the successful candidate.

HOW TO APPLY

An application letter, Curriculum Vitae together with certified copies of academic and professional certificates should be **HAND DELIVERED IN A SEALED ENVELOPE** or e-mailed to: recruitment@watershed.ac.zw.

The closing date of receipt of applications is **15 November 2024**.

NB: Only shortlisted applicants will be contacted.