



Job Title : GIT - Roadworks & Buildings
Department : Technical Services
Reports To : City Engineer/Road Works Manager/Property Maintenance Manager
Location : Municipal Council of Mbabane, Eswatini

1. Purpose of the Job:

The Graduate Trainee will support the Municipal Council of Mbabane in its strategic objective to improve service delivery across all council departments. This role will contribute to the planning, execution, and monitoring of projects. The trainee will gain practical experience in preparing of projects estimates, interpretation of drawings, cost control, forecasting project planning, programming and coordinating project sequence of activities.

2. Key Responsibilities:

- **Project Support:** Assist in the planning, implementation, and monitoring of projects.
- This includes developing project plans, tracking progress, coordinating resources, and ensuring adherence to project timelines and budgets.
- Assist in resources mobilization for maintenance and projects implementation.
- Participate in site inspections, surveys, and quality checks.
- Monitor compliance with safety and environmental regulations
- Assist in preparing reports, drawings, and project documentation.
- Use CAD software and other engineering tools for design support.
- **Data Collection and Analysis:** Conduct surveys as directed and analyse data.
- Compile reports and presentations summarizing findings and recommendations.
- **Documentation:** Maintain accurate and up-to-date project documentation, including project plans, meeting minutes, reports, and presentations.
- **Compliance:** Ensure compliance to Construction codes, Building act of 1968 and Council policies and regulations.
- **Other Duties:** Perform other duties as assigned by the supervisor.

4. Qualifications and Experience:

- Bachelor's degree in Civil Engineering/ Bachelor of Technology in Civil Engineering/National Diploma in Civil Engineering/N6.

5. How to Apply:

A comprehensive curriculum vitae and certified copies of academic certificates to be emailed to recruitment@mbabane.org.sz. Please state the position you are applying for in the email subject line. The closing date is **Wednesday, 25 June 2025**.