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**Eswatini Water & Agricultural Development Enterprise**

**Vacancy – Meter Recorder**

The following vacancy has become available at SIPHOFANENI (DAMSITE). Suitable candidates are invited to apply.

<b>Job Title:</b>	Meter Recorder
<b>Location</b>	Siphofaneni (Damsite)
<b>Reporting to:</b>	Portable Water Technician
<b>Objective:</b>	Responsible for water meter reading program; reads residential and commercial water meters; ensures quality customer service to consumers; and performs minor water meter maintenance.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Read residential and commercial water meters with computerized hand-held machine; read meters manually as necessary; record readings making necessary calculations.</li> <li>▪ Assist with field testing of customer meters for accuracy.</li> <li>▪ Perform minor field repairs; replace damaged meter boxes and lids; clean out meter boxes; check for meter leaks.</li> <li>▪ Perform customer service duties including service turn-ons and turn-offs, re-reading meters to resolve complaints, and notify customers of water interruptions and of the type of work to be performed.</li> <li>▪ Perform related duties as required.</li> </ul>
<b>Qualifications, Skills, Experience</b>	<ul style="list-style-type: none"> <li>▪ Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.</li> <li>▪ Some experience reading, maintaining, and repairing/replacing water meters is desirable.</li> <li>▪ Operational characteristics of meter reading devices and related tools and equipment.</li> <li>▪ Uses and purposes of general construction tools and equipment.</li> <li>▪ Principles and practices of customer service.</li> <li>▪ Basic mathematical principles.</li> <li>▪ Principles and practices of record keeping.</li> <li>▪ Occupational hazards and standard safety practices.</li> </ul>

Written applications and academic certificates are to be sent to the Human Resources Office through: [recruitment@eswade.co.sz](mailto:recruitment@eswade.co.sz) or hand delivered to the Human Resource and Administration Office in Mbabane, Sincephetelo MVA Building, 3<sup>rd</sup> Floor, Mbhibhi Street. Closing date for applications is the **4<sup>th</sup> October, 2021 at 1630 hrs.** Late applications shall not be considered.