



KATIMA MULILO TOWN COUNCIL

TECHNICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT DEPARTMENT

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JOB CARD

Internal External

Date:

Job Card Number:

Section:.....

Client's Names:.....

Client's Contact Details:.....

Property where work is required:.....

Client's Signature

Date:

Description of work / task to be performed.....

Required Materials:

Names and rank of personnel to perform the job

Date and time received

Comments by Supervisor:.....

Client's Comments on the service performed:.....

Client's comments on the service performed:.....

Client's signature/ Representative

Foreman's Comments for work done:.....

Foreman's Names and signature

Date

CELL: Hon. Georgina Mafwa-Siruzza (Mayor), Hon. Charles Mwanaga (Deputy Mayor), Hon. Lister Shauwara (Chairperson of MGT Committee), Hon. Esther Sanduwa (Member of MGT Committee), Hon. Nziwa Mubungu (Member of MGT Committee), Hon. Salubinda Mwanza (Council Member), Hon. Lancelo Sibani (Council Member), Mr. Popical Litwendo (Chief Executive Officer)