



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

JOB ADVERTISEMENT

State Department for Housing and Urban Development in implementing various AHP Projects across the country, requires the services of clerk of works. Applications are invited from qualified, results-driven and highly motivated persons to fill the following position:

Clerk of Works - Vacancies - 30 posts : Vacancy N0. 07/2024

Specific Responsibilities

Responsibilities of the Clerk of Works:

- The Clerk of Works is responsible to the Project Manager for supervision on site of the whole works forming the contract or contracts on which they are engaged.
- The Clerk of Works will, within their ability, carry out the duties of Clerk of Works for other consultants as directed by the Project Manager

Duties of the Clerk of Works:

Reporting to the Project Manager/his Representative, the Clerk of Works shall supervise construction of housing and infrastructure projects and specifically this shall entail:

- (i) Supervision of construction works on projects as assigned by the Project Manager/his representative and ensuring that works are carried out to specifications.
- (ii) Supervision of maintenance tasks on developed properties.
- (iii) Work with the contractor to ensure a safe, secure and healthy work environment by enforcing safe site procedures.
- (iv) Ensure a safe and conducive work environment in the site.
- (v) Ensure construction projects milestones are achieved as defined in the project scope and that designs are adhered to.
- (vi) Scheduling and coordinating site personnel, supervising sub-contractors, resolving design problems and implementing any change orders.
- (vii) Responsible for handing over completed houses and co-ordination of post contract activities in the defects liability period.
- (viii) Coordinates and attends site meetings and prepares briefs to the Project Manager/his representative on progress made on site.
- (ix) Maintain a register of daily material usage.
- (x) Prepare daily and weekly progress reports by the contractor.
- (xi) Any other duties assigned by the Project manager/his representative.

Qualifications

- Degree in Building/Construction Management, Civil Engineering, or a related field Architecture, Building Engineering, Structural Engineering, Quantity Surveying or similar (persons with Diploma and relevant 3 years' experience will be considered)
- At least Two (2) years of experience in a similar position or role in a busy construction site.
- Proven ability to solve problems creatively.
- Strong familiarity with project management software tools, methodologies, and best practices.
- Experience seeing projects through the full life cycle and progress project reporting.
- Excellent analytical skills & Strong interpersonal skills, and highly resourceful.
- Proven ability to complete projects according to outlined scope, budget, and timeline.
- Fluent in English and Kiswahili.

Skills and Experience

- A team player with leadership abilities and management skills.
- Excellent communication and interpersonal abilities, including negotiation skills.
- Be a person of integrity.
- Have analytical and excellent organizational skills.
- Attention to detail and high level of accuracy
- Cultural awareness and sensitivity
- A team player with sound negotiation skills.

Remuneration & Terms of Service

- Consolidated Salary : Kshs. 60,000 p.m.
- Place of work : Any project site within Kenya
- Terms of Service : Contract
- Period : Duration of the assigned project but not less than six (6) months

How to apply

Interested and qualified persons are requested to make their applications by sending their application letters, Curriculum Vitae, copies of certificates and testimonials to the email: director@housingandurban.go.ke or delivering hand copies to **Director Housing office at Ardhi House 6th Floor Wing C**. The application form should be submitted on or before **Monday 22nd July, 2024 by 11:00am** addressed to:

**The Director,
Housing Department,
State Department for Housing and Urban Development
P.O. Box 30119-00100 Nairobi.**

Please Note:

- (i) Only shortlisted and successful candidates will be contacted.
- (ii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interview.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) It is a criminal offence to present fake certificates/documents.
- (v) The State Department for Housing and Urban Development is an equal opportunity employer therefore women, persons with disabilities, the marginalized and the minorities are encouraged to apply.