



# **MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT**

## **STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

### **JOB ADVERTISEMENT**

The State Department for Housing and Urban Development is implementing various Affordable Housing Programme (AHP) projects across the country and requires the services of qualified Clerks of Works. Applications are therefore invited from suitably qualified, results-driven, and highly motivated individuals to fill the following position.

**VACANCY: CLERK OF WORKS**

**Vacancy NO.: 03/2026**

#### **A. Duties and Responsibilities of the Clerk of Works**

- Inspect the works and ensure that the Contractor complies at all times with the Conditions of Contract, Specifications, and Drawings, and that construction progress aligns with the approved programme of works.
- Provide on-site supervision for the full scope of works constituting the contract(s) under your assignment, reporting directly to the Project Manager.
- Carry out Clerk of Works responsibilities for other consultants as directed by the Project Manager.
- Supervise construction works to ensure compliance with drawings, specifications, schedules, and contractual obligations.
- Maintain accurate daily records including activities, labour, weather, materials, deliveries, and workmanship.
- Identify and promptly report non-conformities, safety risks, delays, and defects to the Project Manager.
- Prepare daily, weekly, and monthly technical supervision reports in accordance with the attached reporting schedule.
- Verify setting out, levels, reinforcement, formwork, sampling, and quality control procedures.
- Ensure all works meet approved standards and report discrepancies immediately.
- Attend site meetings and provide technical input as required.
- Maintain a Site Diary.
- Record and forward all contractor queries requiring urgent decisions to the Project Manager.
- Maintain a copy of all site instructions issued by the Architect or other Consultants, ensuring proper filing and record-keeping.
- Review the Contractor's progress schedule, record actual progress, and note any delays and their causes.

- Anticipate upcoming work and ensure that all relevant technical information is available in advance.
- Examine drawings and documents proactively to detect discrepancies between consultant and subcontractor information and report findings to the Project Manager.
- Resolve minor site issues to maintain orderly, professional, and cost-effective progress, keeping the Project Manager and Architect informed.
- Inspect setting out, levels, dimensions, and plumb of formwork prior to concrete pouring and for all structural, walling, and finishing elements.
- Verify the size, bending, fixing, spacing, cover, and positioning of all reinforcement steel; check fabrication and erection of all structural steel for compliance.
- Supervise site sampling and ensure proper handling of materials delivered for testing.
- Confirm correct positioning of rebates, holes, and fittings before concrete placement.
- Oversee the making, marking, dating, curing, and dispatch of concrete test cubes, ensuring accurate record-keeping of results.
- Supervise all other instructed tests (e.g., in-situ density, drainage).
- Compare completed works against approved samples to ensure quality consistency.
- Refer substandard work to the Architect for further direction.
- Attend monthly site meetings and represent the Project Manager and Architect during contractor measurements.
- Ensure compliance with all site instructions, including removal of rejected materials.
- Confirm the use of the latest drawings and ensure superseded versions are clearly marked.
- Assist in preparing record drawings.
- Maintain contact with local authorities, statutory representatives, and contractors.
- Provide the Project Manager with at least 21 days' notice for leave and promptly report illness.
- Identify potential site challenges early and advise the Project Manager or Architect.
- Prepare daily, weekly, and monthly progress reports on site activities and milestones.
- Request clarifications or additional information through the Project Manager when necessary.
- Inspect materials delivered on-site to ensure they meet specified standards.
- Maintain detailed records of site events, visitors, material deliveries, and drawings received.
- Provide weekly and monthly tracking reports comparing actual progress against the approved work programme.
- Perform any other site duties assigned by the Project Manager or their representative.

## REQUIRED QUALIFICATIONS

- A **Bachelor's Degree or Diploma** in Building/Construction Management, Civil Engineering, Structural Engineering, Building Engineering, Architectural Studies, Quantity Surveying, or a related field.
- At least **two (2) years' experience** in a similar position for degree holders.
- At least **three (3) years' experience** in a similar position for diploma holders.
- Experience working on active construction sites and supervising works.
- Familiarity with project management tools, methodologies, and reporting processes.
- Proven ability to deliver work within defined scope, timelines, and quality standards.
- Fluency in **English and Kiswahili**.
- Proficiency in computer applications.

## KEY SKILLS AND COMPETENCIES

- i. Integrity and Ethical Judgement
- ii. Report writing and presentation skills
- iii. Good communication and interpersonal skills
- iv. Problem-solving and decision-making ability
- v. Analytical skills
- vi. Planning and organising skills
- vii. Creativity and innovation
- viii. Cultural awareness and sensitivity

## REMUNERATION & TERMS OF SERVICE

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

## HOW TO APPLY

Interested and qualified candidates are requested to submit their **application letter, Curriculum Vitae, copies of academic and professional certificates, and testimonials** via email to:

**director@housingandurban.go.ke**

Applications may also be delivered by hand to the **Director, Housing Department, Ardhi House, 6th Floor, Wing C**. Applications must be received **on or before Friday, 10th April 2026 at 5:00 a.m.** and addressed to:

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

## Please Note:

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