

JOB OPPORTUNITY

Job Title:	Clerk of Works	Job Type:	Full time
Experience:	Minimum 10 years as a clerk of works	Location:	Kenya

Clerk of Works

The Clerk of Works shall be responsible to the Architect for supervision on site of the whole works forming the contractor or contracts on which he/she is engaged. He/she should be proactive, self-driven and able to communicate effectively with the Contractors and Project Consultants.

Key Result Areas:

1. To report directly to the Architect as per Clerk of Works operation guidelines to be issued for this project.
2. Ensure that the Contractor at all times and in all respects complies with the Conditions of Contract, the Specifications and the Drawings, and that he adheres to the programme of works.
3. Examine all drawings and documents and check for discrepancies between Architect's, other Consultants' and Sub-Contractors drawings pick details and report to the Architect any problems that he/she considers may arise.
4. Compare work carried out against approved samples and ensure that it complies with approval given by the Architect and document adherence to quality control procedures.
5. Ensure that the required standards of quality and accuracy of work and materials are maintained
6. Monitor co-ordination meetings between the Contractor and Sub-contractors on the project to ensure that the work progress is smooth and properly coordinated and report to the project Consultants.
7. Capacity to oversee MEP works, health and safety will be required
8. Registration with NCA will be required

Skills Knowledge and Experience

Our ideal candidate will have a minimum Diploma in Building Construction or any other related professional qualification with at least 12 years post qualification work experience and with a minimum 10 years' experience as a Clerk of works. The candidate must also be proficient in the following software - Microsoft Office, Microsoft Project and AutoCAD/Revit Building Suite. Experience in high rise building developments will be an added advantage.

How to Apply:

To be considered, you will be required to send:

- a) Application Letter giving name, postal address, cell-phone and email contacts
- b) A certified/signed Curriculum Vitae (with a colour Passport size photo attached) and detailing Information in a) above,
 - i. Educational background including qualifications obtained and dates
 - ii. Membership of professional societies and when registered
 - iii. Other relevant training, certificates awarded and dates
 - iv. Employment record and experience (names of companies worked for, projects involved in giving years and responsibilities)
 - v. Other relevant skills (such as: proficiency in computer aided designs & detailing, driving, use of survey equipment etc.)
- vii) Languages proficiency.
- c) Copies of the National ID and relevant certificates for achievements described above
- d) Copies of letters of recommendation from previous employers
- e) A statement that the applicant has not been accused/convicted on criminal and/or fraud charges

All applications should be sent to careers@fusiongroupafrica.com

Closing Date for Applications: 25th September 2015