

RECRUITMENT OF CLERK OF WORKS FOR RUHIJA SEED SECONDARY SCHOOL CONSTRUCTION IN RUBANDA DISTRICT

Rubanda District Local Government Seeks competent person to be appointed on contract as Clerk of Works for Ruhija SEED Secondary School Construction.

1. Appointment will be under the following terms and conditions of service;

- 1.1 The appointment will be for a period of 1 year contract renewable.
- 1.2 Salary attractive
- 1.3 Contract Duration one year renewable upon satisfactorily performance.

2. Key Duties and Responsibilities

- 2.1. Carry out full-time day o day detailed supervision of the construction works at the allocated site(s).
- 2.2. On a day-to-day basis monitor the Contractor's work program, number of Contractors' specified personnel and equipment on site, quality of woks, quality of materials. and compliance with the drawings and specifications to ensure adherence to all building codes, and health and safety regulations on behalf of the Client.
- 2.3. Ensure that the required standards of quality and accuracy of work and materials are maintained, including taking samples of materials. Concrete slump tests. Concrete test cubes, etc, by expeditiously and carefully reviewing test procedures of the Contractors.
- 2.4. Check the drawings for any obvious errors in dimensions and detail and compare with specifications for discrepancies.
- 2.5. At the commencement of the contract, check grid levels of the site with the Contractor.
- 2.6. Check all setting out and site levels.
- 2.7. Examine the Contractor's progress schedule, check and record progress of the work and note any delays with reason.
- 2.8. Settle minor problems of detail arising on site to ensure that work proceeds in an effective, workmanlike and economical manner.
- 2.9. Check all baselines, setting out and levels. Check the position, dimensions and plumb of all formwork before concrete is poured, and of all structural members, walling, etc.
- 2.10. Check whether any rebates, mortises, holes fixings etc. are required in the structure before pouring concrete and check sizes and positions of these items in the formwork.
- 2.11. Ensure adherence to the specifications and conditions of the contract by the Contractor.
- 2.12. Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project.
- 2.13. Ensure that the Contractor keeps the site tidy.

- 2.14. Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications provided the instructions don't have cost implications.
- 2.15. Approve materials for construction before incorporation into the works.
- 2.16. Ensure that all construction work is accomplished as required in accordance with the approved work program.
- 2.17. Ensure that the Contractor adheres to safety regulations (Safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site signs, first aid, equipment, etc).
- 2.18. Maintain a diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports.
- 2.19. Endorse day work sheets with certification in respect of hours worked and materials used.
- 2.20. Check and ascertain that the Contractor prepares for Site Meetings as and when they are due.
- 2.21. Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and a monthly progress report.
- 2.22. Any other duties that may be assigned by the appointing authority.

3.0 Person Qualifications

- 3.1. Ordinary Diploma in Building and Civil Engineering from a recognized institution with at least 5 years' **experience** of which 3 years is in construction supervision of similar structures OR Advanced Craft Certificate in construction with experience of over 10 years.
- 3.2. Computer skills in MS-Word, MS-Excel and Internet applications are essential.
- 3.3. Good interpersonal and communication skills is a requirement.
- 3.4. Knowledge of the local language(s) in the District will be an added advantage.

4.0 Application procedure;

- 4.1 Application with detailed curriculum vitae (CV), 3 sets of Certified photocopies of full academic certificates, transcripts and slips, National Identification and three (3) Passport Size photographs should be submitted to Secretary District Service Commission Rubanda not later than **5th January, 2023 by 5:00Pm.**
- 4.2 Applicants who shall not hear from the District Service Commission on completion of the selection exercise should consider themselves unsuccessful.