

KAPELEBYONG DISTRICT LOCAL GOVERNMENT

CAO: 0776649386
DCAO: 0772343384
Emails: kapelebyongdlg2018@gmail.com
In any correspondence on this subject
Please Quote: CR



Office of the
Chief Administrative Officer
P.O BOX 85
KAPELEBYONG
Date: 23rd June, 2022.

TO WHOM IT MAY CONCERN

RE: JOB ADVERTISEMENT FOR POSITION OF CLERK OF WORKS.

Kapelebyong District has received funding towards the construction of Akoromit Seed Secondary School and Upgrade of Aeket Health Centre II to Health Centre III under the Inter-Governmental Fiscal Transfers (UgIFT) programme. The District now intends to recruit Clerks of Works on contract of 18 months to oversee the implementation of works on a daily basis as provided in the guidelines.

Person Qualifications/Salary

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
2. Computer skills in MS-Word, MS-Excel and internet applications are essential.
3. Good interpersonal and communication skills is a requirement
4. Knowledge of the local language(s) in the District will be an added advantage
5. A monthly salary of one million shillings shall be paid to the successful candidate.

Applications should be directed to the office of the Chief Administrative Officer. The closing date for the submission of applications is 1st July 2022 at 5:00pm.

Applicants are expected to attach the following to their applications;

- a. Copies of National Identity cards
- b. Copies of academic qualifications
- c. Passport photographs

The schedule of key duties and responsibilities are attached herein.

Lubuuka David

CHIEF ADMINISTRATIVE OFFICER



All notice board

All Sub-counties

KEY DUTIES AND RESPONSIBILITIES

1. Carry out full-time day to day detailed supervision of the construction works at the allocated site(s).
2. On a day to day basis monitor the contractor's work program, number of constructors, specified personnel and equipment on site quality of works, 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.
3. Ensure that the required standards of quality and accuracy of work and materials are maintained including taking samples of materials, concrete slump tests cubes, etc. by expeditiously and carefully reviewing test procedures of the contractors.
4. Check the drawings for any obvious error in dimension and detail and compare with specifications for discrepancies.
5. At the commencement of the contract, check grid levels of the site with the contractor.
6. Check all settings out and site levels.
7. Examine the contractor's progress schedule, check and record progress of the work and note any delays with reason.
8. Settle minor problem of detail arising on site to ensure that work proceeds in an effective workmanlike and economical manner.
9. Check all baselines, setting out and levels, check the position, dimensions and plumb of all formwork before concrete is poured, and all structural members, walling, etc.
10. Check whether any rebates mortices, holes fixings etc. are required in the structure before pouring concrete and check size and positions of these items in the formwork.
11. Ensure adherence to the specifications and conditions of the contract by the contractor.
12. Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the projects.
13. Ensure that the contractor keeps the site tidy.
14. Issue necessary site instructions to ensure good quality and workmanship plus compliance to specification provided the instructions do not have cost implication.
15. Approve materials for construction before incorporation in to the works.
16. Ensure that all construction work is accomplished as required in accordance with the approved work program.
17. Ensure that the contractor adheres to safety regulations (safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site sign, first aid equipment)
18. Maintain a diary to record the progress of the construction, delays, whether conditions and site visitors, and other significant facts, and submit weekly reports.
19. Endorse day work sheets with certification in respect of hours worked and materials used.
20. Check and ascertain that the contractor prepares for site meetings as and when they are due.
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.
22. Any other duties that may be assigned by the appointing authority