

Clerk of Works Job Advertisement

Flamingo Tower Limited is a development company currently undertaking a 300,000 sq.ft commercial real estate project in Upper hill Nairobi, in partnership with Fusion Capital Limited a Private Equity firm with strong interests in real estate investments.

In line with its development objectives, Flamingo Tower Limited requires an experienced clerk of works to oversee the construction of the Grade 'A' prime commercial development.

Title : Clerk of the Works

Reports to: The Architect

Main Purpose of the Post:

- a) To ensure that high standards of quality and progress control are maintained in the project through interpretation of contract documents on site -drawings, specifications and Bills of quantities
- b) Observe the construction, contract progress, procedures, workmanship, schedule, overall job safety, and amiable coordination between the contractor, the consultants and the company.
- c) Confirming and approving architectural and structural setting of works on site as required and confirming work measurement, site instructions and keeping records.

Qualifications and Experience

The ideal candidate must have the following:-

- 1) A Higher National Diploma in Civil/Building Engineering preferably from a higher learning institution.
- 2) Ten (10) years experience including five (5) years as Clerk of Works, preferably involved in large commercial developments.
- 3) Must be conversant with Modern Building construction practices and contract administration from operational and legal approach.
- 4) Experience in managing a large labour force of both skilled and unskilled workers is essential.
- 5) Proven experience in managing and coordinating a large team of contractors and specialists
- 6) Proven team dynamics and project management skill is essential.
- 7) The candidate must be computer literate

Key Accountabilities:

- 1) To ensure that a consistently high standard of quality control and supervision is maintained via site supervision, assessing contract implementation with due regards to construction and health and safety guidelines/practices
- 2) To act on behalf of the client by undertaking inspection of the construction works. checking work in progress against the schedule and contractors' invoices, liaising with the Architect and feedback of information / problems
- 3) To ensure compliance of building and construction approvals, standards, methods of installation and health and safety standards is up-to-date
- 4) To provide a service at all times to the Architect by ensuring that the standards of work and the materials supplied by contractors are as specified in accordance with the contract information.
- 5) To monitor the performance of contractors and consultants on site and to ensure that engineering installations are constructed in accordance with drawings and specifications
- 6) To provide feedback to the client/architect on the performance of contractors and consultants to ensure project projected project performance is attained.
- 7) To attend and report to site meetings, site inspections and material testing/ inspections
- 8) To identify technical problems on site, to recommend corrective action and to issue Clerk of Works' directions as may be authorised by the Architects.
- 9) To prepare schedules of defects and to certify rectification of snagging items and witness testing, commissioning and balancing of engineering installations
- 10) Maintain records at the construction site in an orderly manner as directed by the Architect. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, and any other applicable documentation.
- 11) Maintain a log of all daily activities including daily progress, weather conditions, visitors, and inspectors, sub-contractors on site, nature and location of work performed.
- 12) Meet, verify identification, and accompany any inspectors from local government and environmental agencies having jurisdiction over the project. Report the results of such inspections to the, Project manager or general contractor, and the consultant. Monitor any corrective actions.

Competencies

- 1) Excellent interpersonal and communication skills
- 2) Ability to work under pressure and meet deadlines
- 3) High level of integrity
- 4) Knowledge in Windows office (Including Microsoft Project and AutoCAD)
- 5) Be a proactive self starter
- 6) Posses strong leadership and people mobilization skills

Those who meet the above criteria should send their applications, together with a comprehensive curriculum vitae and relevant certificates with contacts of three (3) referees who are knowledgeable of your competence/qualifications, to the following address so as to reach the undersigned by 19th December 2013.

The Project Manager
Flamingo Tower Limited
P.O. Box 47538-00100
Nairobi, Kenya

Email: careers@fusiongroupafrica.com