



KENYA SCHOOL OF MONETARY STUDIES

POSITION OF CLERK OF WORKS

The Kenya School of Monetary Studies invites applications from suitably qualified candidates for the position of Clerk of Works in its Projects & Maintenance Division. Qualifications and requirements for the position are detailed below.

To apply, submit the following:

1. Application letter (written on one page)
2. Curriculum Vitae
3. Completed personal details form (available on the KSMS Website)
4. Copies of relevant academic certificates
5. Copy of National Identity Card

Applications are to be addressed to:

Executive Director
Kenya School of Monetary Studies
P.O. Box 65041-00618
Nairobi

Applications are to be received and registered at the School's Reception Desk on or before 29th July, 2011 at 4.00pm.

KSMS reserves the right to keep this notice open beyond the stated closing date until a suitable candidate has been selected.

EXECUTIVE DIRECTOR

11th July, 2011

The Clerk of Works

The Kenya School of Monetary Studies is currently engaged in major construction works involving a new Academic complex and desires to engage a qualified and experienced Clerk of Works for a period of one year subject to renewal.

The Clerks of Works would monitor the work of companies that are engaged by the Client for various contracts. The main responsibility is to make sure that work is carried out to the client's standards, to specifications of the architects or engineers and on schedule.

The Clerks of Works would make sure that the correct materials and workmanship is used and that the client is given quality work and value for money. The Clerks of Works would be based on site at all the time. They would be vigilant in their inspections of a large range of technical aspects of the work which include:

1. Becoming familiar with all the relevant drawings and written instructions, checking them, and using them as a reference when inspecting the workmaking visual inspections
2. Taking measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards
3. Be familiar with legal requirements and checking that the work complies with them, having a working knowledge of health and safety legislation and bring any shortfalls observed to the attention of the person(s) concerned.
4. They keep detailed records of various aspects of the work, which they put together in regular reports for the architect and the client. Records include details of:
 - a) Progress and any delays
 - b) The number and type of workers employed
 - c) Weather conditions
 - d) Visitors to the site
 - e) Drawings received
 - f) Deliveries
 - g) Instructions
 - h) Details of any significant events including any serious deficiencies in health or safety performance observed while on site.
5. Perform any other role as may be assigned by the Client or its appointed Consultants

Hours and environment

Clerks of Works would be engaged from Monday to Friday including Weekends and evenings. He would be based at the site offices but spend most of the time outdoors in all weather conditions. Inspection work usually involves climbing ladders and scaffolding and therefore a Clerk of Works should also have a good working knowledge of good health and safety safe working practices.

Skills and personal qualities

The Clerk of Works should:

- a) Have a wide understanding of the building industry, including knowledge of materials, trades, methods and legal requirements
- b) Be physically fit
- c) Have a good head for heights
- d) Be attentive to detail when checking work and materials
- e) Be technically competent
- f) Have good spoken and written communication skills
- g) Be honest and vigilant to make sure that the work and materials meet the required standard
- h) Be able to establish an appropriate working relationship with the contractor's staff
- i) Be persuasive and diplomatic while remaining independent
- j) Have good judgment, because they have to decide when to insist on corrections, when to persuade or negotiate, and when to compromise.
- k) Set an example by acting in a professional manner at all times including wearing personal protective equipment when on a construction site.
- l) Keep up to date with changes in construction methods and statutory

Academic qualifications

Diploma in Building Construction (Civil Engineering) from a recognized training institution and minimum three years experience.