

# NEW

## SOROTI DISTRICT LOCAL GOVERNMENT

### *JOB ADVERTISEMENT*

The Chief Administrative Officer Soroti hereby invites all suitable Ugandans to apply for the position of *Clerk of Works* for Kamuda Seed Secondary School.

Applicants should attach photocopies of academic certificates and submit them to the Chief Administrative Officers' office not later than **5:00pm** on 22<sup>nd</sup> /**July/2022**.

POST: **CLERK OF WORKS**

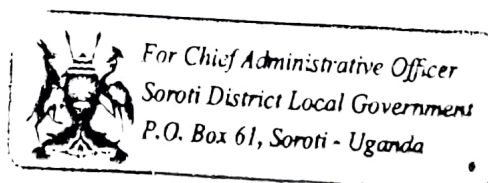
NO. OF POSTS: **01**

SALARY: UGX. **1,000,000 (PM)**

Nature of Appointment: **CONTRACT (2 years)**.

#### **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, Numbers of Contractors' specified personnel and equipment on site, quality of work, quality of materials, and compliance with the drawings and specification 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, concrete test cubes, etc. by expeditiously and carefully reviewing test procedures of the Contractors.
4. Check the drawings for any obvious errors in dimensions and detail and compare with specifications for discrepancies.
5. Check all setting out and site levels.
6. Examine the Contractor's progress schedule, check and record progress of the work and note any delays with reason.
7. Settle minor problems of detail arising on site to ensure that work proceeds in an effective, workmanlike and economical manner.
8. Check all baselines, setting out and levels, Check the position, dimensions and plumb of all formwork before concrete is poured, and of all structure members, walling etc.
9. Check whether any rebates, mortises, holes fixings etc. are required in the structure before pouring concrete and check sizes and positions of items in the formwork.
10. Ensure adherence to the specifications and conditions of the contract by the Contractor.



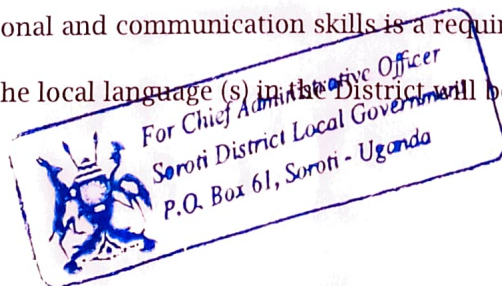
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11. Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project.
12. Ensure that the Contractor keeps the site tidy.
13. Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications provided the instructions don't have cost implications.
14. Approve materials for construction before incorporation into the works.
15. Ensure that all construction work is accomplished as required in accordance with the approved work program.
16. 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.)
17. Maintain a diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports.
18. Endorse day work sheets with certification in respect of hours worked and materials used.
19. Check and ascertain that the Contractor prepares for Site Meetings as and when they are due.
20. 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.
21. Any other duties that may be assigned by the appointing authority.

### Person Qualifications

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, 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.



  
Akiror Jane

**For: CHIEF ADMINISTRATIVE OFFICER, SOROTI.**

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