



EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards, encouraging and supporting members of staff to undertake research. The University has the hereunder vacancies.

CLERK OF WORKS GRADE 10 1 POSITION

REF: PU/ADV/02/02/2025

1. JOB SPECIFICATIONS

This is an entry level to this cadre in the University and appointment shall be on such terms and conditions as may be determined by the Council from time to time depending on age, citizenship or any other reason as may be stipulated in the Kenyan Labour Laws.

DUTIES AND RESPONSIBILITIES

- Assess the site & give feedback for Planning / Program Scheduling of the works program for completion and monitoring.
- Review and analyse the site logistics arrangements that are to be implemented and followed at site and implement the same on site.
- Create daily work schedules and adjust as needed to meet project deadlines.
- Raise Request for Information (RFI) after checking the drawings.
- Maintain detailed documentation of all site engineering activities.
- Collaborate with management to align activities with desired business outcomes.
- Check the progress of work happening on site and whether it is as per the works program or not.
- Inform and get the contractor to arrange the manpower, materials and machinery to achieve the planned activities.
- Monitor and report the daily progress of works at site including the constraints, restraints and obstructions at site
- Direct engineering activities: assign tasks, provide training and support to the site personnel.
- Organize the daily site meetings at site within the site personnel. 1) Organize materials requirement for daily work at site.

- Liaising with the main contractor, subcontractors and other professional staff at site and give feedback to the project manager.
- Ensuring that health and safety and sustainability policies and legislation are adhered to at Site Level
- Evaluate operations and processes during construction and optimize the process and give feedback to the Project Manager.

2. PERSON SPECIFICATIONS

Academic Qualification

- A bachelor's degree in Building and Construction or Construction Management or related disciplines (Architecture, Design, Building Engineering, Structural Engineering, Surveying or similar).
- Relevant experience of at least three (3) years in a busy construction site of a multi-storey development as a Clerk of Works or Site Inspector. Possess excellent report writing skills
- Proficiency in Ms Office, AUTOCAD, ARCH CAD.
- Membership to a relevant professional body will be an added advantage.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendation letters from referees should be addressed to,

**The Vice Chancellor,
Pwani University,
P. O Box 195-80108,
Kilifi.**

Application should also include an upto date CV, providing details of academic and professional qualifications, work experience, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer. Female candidates and persons living with disability are encouraged to apply.

Persons living with disability should attach a copy of their National Council for Persons with Disability (NCPWD) Registration Card.

Applicants with foreign qualifications must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting applications is **Friday 28th February, 2025**. Applications received later than this date will **not be** considered

Please Note: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification.

PWANI UNIVERSITY DOES NOT CHARGE FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT)