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UGANDA.

THE REPUBLIC OF UGANDA

In any correspondence on
this subject please quote no: **ADM/039/281/01**

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EXTERNAL ADVERTISEMENT CLERK OF WORKS KINSHASA

Ministry of Foreign Affairs would like to recruit a qualified Candidate for the post of Clerk of Works on contract to supervise modification of the Chancery Building for the Embassy of the Republic of Uganda in Kinshasa, in the Democratic Republic of Congo (DRC).

Applications are therefore invited from qualified candidates and applicants are advised to attach certified copies of their academic certificates and other supporting documents.

Applications should be delivered to the office of Commissioner Human Resource or through the Ministry official email ps@mofa.go.ug Deadline for submission of applications is 16th August, 2021 17:00hrs Ugandan time. The advert is also accessible on the Ministry website www@mofa.go.ug

JOB DESCRIPTION FOR CLERK OF WORKS (COW)

Reports to : Accounting Officer, Kinshasa

Position : The Clerk of Works will ensure quality assurance, timely intervention of technical issues and oversee delivery of the construction project works in accordance with the Client's requirements.

Location of Role: Uganda Embassy in Kinshasa, Democratic Republic of Congo

Job Purpose:

To provide full-time day-to-day inspection and supervision of the construction works on behalf of the Contract Management Team and submit regular progress reports.

The Clerk of Works (C.O.W) is expected to check that building plans are being followed correctly and the technical specifications complied with, inspect the workmanship and quality of work at the construction site, monitor compliance with health, safety, environmental and social safeguards on site, and report back to the Contract Management Team and the Accounting Officer.

Knowledge and Qualifications

- i) Should have a minimum of a Higher National Diploma (HND) in Building Construction or Civil Engineering or Construction Management.
- ii) Should have adequate knowledge of site practice, building and construction technology, including Mechanical, Electrical and Plumbing (MEP) installations.
- iii) Should be familiar with PPDA Regulations, Conditions of Contract and Construction Health and Safety (H&S) legislation.
- iv) Given that both the Consultant and the Contractor are French-speaking, the Candidate with at least basic knowledge of the French language will have an added advantage.

Work Experience:

- i) General working experience of at least 10 (ten) years in the construction industry.
- ii) Specific experience of at least 3 (three) years on a specific project of similar nature and complexity within Uganda and the region.

Skills/Competencies:

Additional skills required include:

- i) Be thorough and pay attention to detail
- ii) Customer service skills
- iii) Good report-writing skills
- iv) Computer skills for documentation, spreadsheets and internet use
- v) Knowledge of computer-aided design applications
- vi) Able to use your initiative, patience and the ability to remain calm in stressful situations
- vii) Good knowledge and analytical thinking skills

- viii) Able to analyse quality and performance
- ix) Should be able to work extra hours, including over weekends if need arises

Main Duties/Responsibility

- i) Study and internalise the construction drawings, bills of quantities, technical specifications, scope of works, Contractor's work program and construction method statement so as to ensure that the Contractor is properly guided and the progress assessed.
- ii) Highlight any potential specification or design issues encountered and bring them to the attention of the Project Manager for action before they affect the construction works and work programme.
- iii) Agree joint quality control procedures with the Project Manager in accordance with Client's requirements, ensure compliance by the Contractor and report any deviation for timely intervention by the Project Manager for effectiveness and efficiency.
- iv) Liaise with the Project Manager's representative on site in enforcing compliance of contractual requirements by the Contractor.
- v) Carry out inspections on site and continuously monitor construction progress and quality of work in accordance with the Contractor's Method Statements and the Construction Health and Safety Plan, building regulations, health and safety legislation and advise on any likely delays and also promptly report breaches to the Project Manager.
- vi) Undertake a trouble-shooting role, in consultation with the Project Manager regarding the investigation of defects and the organisation and direction of remedial works.
- vii) Maintain a critical but constructive relationship with the Contractor's supervisory staff.
- viii) Witness the sampling of materials for testing by the Contractor and interpret material test results received after analysis by the Project Manager.
- ix) Where approved samples are available, compare work carried out against samples and ensure that it is consistent with the technical specifications.
- x) Attend and contribute to Design Team meetings and Site Meetings, and prepare a brief of the deliberations to the Accounting Officer.
- xi) Compile records of the works, minutes of site meetings, material test results, samples approved, progress reports, site instructions issued, payment certificates and invoices processed; index and file all drawings and correspondences on the project.

- xii) Coordinate with the Project Manager to receive and attend to Visiting Inspectors from the Government Agencies and follow up any actions arising from their visits.
- xiii) Ensure that the Contractor maintains a site diary, instruction book, visitors book
- xiv) Maintain an independent record of site activities, progress photographs, weather conditions, Contractor's resources (personnel, materials, tools and equipment), Project Manager's staff and monitor Sub-contractors attendance and day works.
- xv) Inspect finished works and carry out joint measurements with the Contractor for the purpose of verifying Valuations and Interim Payment Certificates prepared by the Project Manager, based on which advice is to be provided to the Contract Management Team when considering the Payment Certificates for approval.
- xvi) Assess any variations proposed by the Contractor and advise on any alternative approaches or interventions that can be put in place to avert or reduce the need for variations for consideration by the Project Manager. Where the variations are inevitable, ensure that they are adequately assessed and justification provided for consideration by the Contract Management Team.
- xvii) Ensure that, on completion of the works, handover procedures are followed and all necessary documentation provided by the Contractor and the Project Manager.
- xviii) Check the as-built drawings prepared by the Contractor to ensure that it reflects the status on site before acceptance by the Accounting Officer. Also ensure that all necessary operation and maintenance manuals for the equipment and services installed are submitted, with English translations for catalogues or manuals in another language.
- xix) Ensure that a comprehensive snag list is prepared at practical completion and monitor the rectification of the snags/defects during the defects liability period.

Submit a report on the overall performance of the Contractor and the Project Manager at the end of the Contract for further action by the Accounting