



VACANCY

JOB TITLE: CLERK OF WORKS

POSITION: PAID

Reports To

Operations Manager & Chief Operations Officer

Position Overview

To represent Food for His Children (FFHC) while overseeing all matters related to the construction work done at the Farm and Innovation Center site. Spearhead the project management efforts with the Operations Manager and coordinate with the District Engineer, Architect, Quantity Surveyor, Contractors, and any other parties relevant to the successful and on-time completion of deliverables.

Primary Responsibilities and Duties

Communication and Co-ordination

- Maintain clear communication with FFHC management, Architect, Contractors, and District Engineers.

Drawings and specifications review

- Thoroughly review all EMI master plan materials, conceptual drawings, budget estimates, to have a detailed understanding of requirements for the FIC.
- Review BOQ and Drawings in collaboration with the district architect and ensure alignment with the EMI master plan.
- Carry out a thorough study of the drawings and specifications. He or she will check for errors and discrepancies in the drawings and specifications and report to the Architects and FFHC management team.

Contractor Selection

- Review quotations from contractors and participate in contractor selection.

Works supervision

- Clerk to supervise all site works including architectural works, structural works, water, waste water, electrical and bore hole installation all round from planning, setting out, execution up to completion.
- Ensure that the Contractor fully understands the drawings and specifications.
- Ensure that construction is in accordance with design documents, BOQs, compliant with local building regulations.
- Carry out a thorough inspection of workmanship and either give or obtain approval for works to proceed at key critical points such as concreting from the design team.
- Ensure quality compliance of materials used. Inspect and approve material quality in relation to specifications and BOQs.
- Monitor contractor's compliance to project schedule.
- Ensure site safety, health and environmental standards are achieved on site.
- Ensure contractor carries out required material and construction quality tests.
- Ensure co-ordination of any sub-contractor that may be hired such as well driller and geophysicists.
- Seek guidance from Architects team in case of discrepancies in the specifications at the earliest possible time.
- Managing and controlling the store for construction equipment and facilities.



Cost control and payments

- Coordinate with the Operations Manager and Contractor to manage cost estimates and budget tracking.
- Preparation of completion and payment certificates for the contractor at agreed stages of construction.

Records and Reporting

- Carry out detailed reporting and recording – the Clerk of works should keep FFHC management fully informed on a regular agreed upon basis.
- Maintain accurate records onsite, both in hard copies and soft copies
- Prepare Daily Site Logs and Weekly progress Reports.
- Ensure site progress meetings happen on the agreed upon schedules.

Qualifications

- Vibrant Christian faith
- High integrity and ethics
- Minimum of 2 years of construction management experience
- Diploma or bachelor's degree in Civil Engineering, Architecture, or another related field
- Proficient with Microsoft Project, Word, Excel, and Adobe Acrobat
- Ability to supervise a General Contractor as the Owner's Representative
- Ability to manage a project schedule with deadlines
- Ability to initiate and complete assignments with minimal supervision
- Excellent communication and organizational skills
- Cross-cultural team player

If you are interested and meet these qualifications, please submit your cover letter and curriculum vitae with contact phone numbers, as well as names and contact information of three referees to:

**OPERATIONS MANAGER,
FOOD FOR HIS CHILDREN INC.,
P.O.BOX 172, KARATU – TANZANIA.
E-mail: admin@foodforhischildren.org**

Deadline for applications is 26th October 2022. Only Shortlisted candidates will be contacted.