



THE REPUBLIC OF UGANDA

# KAKUMIRO DISTRICT LOCAL GOVERNMENT

OFFICE OF THE SECRETARY DISTRICT SERVICE COMMISSION

P.O Box 522, Kakumiro

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**Our Ref:** CR/156

Date: 29<sup>th</sup> April, 2022

## KAKUMIRO DISTRICT SERVICE COMMISSION EXTERNAL ADVERT NO.2

Applications are invited from suitably qualified Ugandans to fill the posts of **Clerk of works** that exists in the service of Kakumiro District Local Government.

Hand written application letters in Triplicate together with their recent passport size photographs of those who meet the stipulated requirements below must reach the office of the Secretary, District Service Commission P.O Box 522, Kakumiro **not later than 13<sup>th</sup> May, 2022**.

Only photocopies of Academic certificates **fully certified** by the awarding institutions as a must and **NOT** originals must be attached to the application.

Details of this advert can be obtained from Kakumiro District Service Commission Offices, notice boards across the District and Kakumiro District website (<https://www.kakumiro.go.ug>).

Muhumuza Yesero  
Ag. Secretary DSC, Kakumiro

**Department:** Works and Technical Services  
**Post :** Clerk of Works  
**No. of Vacancies:** One (01)  
**Reference:** KDSC/14/2022  
**Type of Appointment:** Eight (08) months' contract

#### **MINIMUM QUALIFICATION AND WORKING EXPERIENCE**

Ordinary Diploma in Building and Civil Engineering from a recognized institution with at least 5 years' experience of which 3 years in Construction Supervision of similar structures OR Advanced Craft Certificate in Construction with experience of over 10 years.

#### **Key Competences**

Computer skills in MS-Word, MS-Excel and Internet applications are essential  
Good interpersonal and communication skills are a requirement  
Knowledge of local language(s) in the District will be an added advantage.

#### **Key Duties of the post/Key Result Areas**

- a. Carry out full time day to day detailed supervision of the construction works at the allocated site(s)
- b. On a day to day basis monitor the contractor's work plan, number of contractors' specified personnel and equipment on site, quality of works, quality of materials, and compliance with the drawings and specifications to ensure adherence to all building codes and Health and safety regulations on behalf of the client.
- c. Ensure that the required standards of quality and accuracy of work and materials are maintained, including taking samples of materials, concrete slumps tests, concrete test cubes, e.t.c by expeditiously and carefully reviewing test procedures of the contractors.
- d. Check the drawings for any obvious errors in dimensions and detail and compare with specifications for discrepancies
- e. At the commencement of the contract, check grid levels of the site with the contractor.
- f. Check all setting out and site levels.
- g. Examine the contractors' progress schedule, check and record progress of the work and note any delays with reasons.
- h. Settle Minor Problems of detail arising on site to ensure that the work proceed in an effective, workmanlike and economic manner.
- i. Check all baselines, setting out and levels, check the position, dimensions and plumb of all formwork before concrete is poured and of all structural members, walls, e.t.c.
- j. Check whether any rebates, mortices, holes fixing e.t.c are required in the structure before pouring concrete and check sizes and positions of these items in the framework.

- k. Ensure adherence to the specifications and conditions of the contract by the contractor.
- l. Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project.
- m. Ensure that the contractor keeps the site tidy
- n. Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications provided the instruction don't have cost implications.
- o. Approve materials for construction before incorporation don't into the work.
- p. Ensure that all construction work is accomplished as required in accordance with the approved work program.
- q. 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).
- r. Maintain a diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports.
- s. Endorse day work sheets with certification in respect of hours worked and materials used.
- t. Check and ascertain that the contractor prepares for site meetings as and when they are due.
- u. Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and monthly progress report.
- v. Any other duties that may be assigned by the appointing authority.

Muhumuza Yesero  
Ag. Secretary DSC, Kakumiro.