



EASTRIP JOB ADVERTISEMENT

Project Background:

The Meru National Polytechnic (MNP) is a government institution under the Ministry of Education (MoE) with a core mandate to provide Technical and Vocational Education and Training (TVET). The Polytechnic is one of the key flagship centres in Civil Engineering and Building Technology under East Africa Skills for Transformation & Regional Integration Project (EASTRIP), the project development objectives are to increase access while improving the quality of TVET education and supporting regional integration. The project is looking for qualified and competent person to fill the following post:

INSTITUTION	POSITION	NO.OF POSTS	VACANCY NO.
MERU NATIONAL POLYTECHNIC EASTRIP	Administration Officer (Clerk of Works)	1	4/2021
Total		1	

Position: Administration Officer (Clerk of works)

Job Group: MNPEG 08

Duty Station: Meru National Polytechnic, Meru, Kenya

Duration: 12 months, with a possibility of renewal of up to 24 months based on performance.

Duties and Responsibilities

The Administration Officer (Clerk of Works) will work in close collaboration with the contractor, the designer consultant and EASTRIP Project Implementation Unit (PIU). He/she will oversee the general operations, Communications and other construction related activities. The incumbent is expected to exercise full compliance with Polytechnic financial, procurement and administrative rules, regulations, policies and strategies, as



well as implementation of the effective internal control systems.

JOB DESCRIPTION FOR ADMINISTRATION OFFICER (Clerk of Works)

- i) Oversees all the Polytechnic Construction Projects as budgeted for,
- ii) Undertake regular inspections for purposes of ensuring quality, cost effective and timeliness,
- iii) Oversee repair, maintenance and renovation,
- iv) Oversee the cleaning of the entire workshop by technicians,
- v) Oversee and supervise all plumbing works,
- vi) Supervise plumbers, welders, electricians, Carpenters, masons, sign writers and painters,
- vii) Oversee all carpentry works, repair and renovation,
- viii) Ensure compliance to health and safety procedures by all staff under his supervision to eliminate and minimize work related risk,
- ix) Ensure that performing routine maintenance around the building such as fixing structural damage, for example window, door or wall repair are done ,
- x) Ensure painting the building when old paint has become faded is done,
- xi) Provide office accommodation; and
- xii) Any other duty assigned.

Job Specification

For appointment at this level an officer must have:

- (i) Higher Diploma in Civil Engineering, Building and Construction Technology, Quantity Survey or its equivalent qualification from a recognized Institution;
- (ii) Diploma in Building Construction Technology, Quantity Survey, Civil Engineering, Construction Management or its equivalent qualification from a recognized Institution will be an added advantage;
- (iii) At least five years' experience with projects of similar magnitude.
- (iv) Certificate in computer application skills; and
- (v) Must be a member of Engineering Body.

Women and Persons with Disability(s) are encouraged to apply.

- Only the shortlisted Candidates shall be contacted.

APPLICATIONS TO BE ADDRESSED TO:

**THE PRINCIPAL/PROJECT COORDINATOR
MERU NATIONAL POLYTECHNIC
P O BOX 111 - 60200
MERU.**

Or email: Info@merunationalpolytechnic.ac.ke and reach him on or before Friday, 10th December, 2021 not later than 5:00 pm East Africa time.