



Emuhaya constituency

Luanda Town, Next to Former council of Luanda offices
& Luanda Dos office at Mulukhoru (Kisumu- Luanda-Busia
Road)

P.O Box 67-50307

Luanda,

Kenya Tel:

0725371259

Email: cdfemuhaya@ngcdf.go.ke | Website: www.ngcdf.go.ke



JOB VACANCY

OUR REF: EMU/NG-CDFC/CORRES/08/01/25/001

The Emuhaya National Government Constituency Development Fund Committee seeks applications from qualified, experienced, dynamic and highly motivated persons to fill the position of CLERK OF WORKS at Emuhaya NG-CDF Office (Mulukhoru).

The Clerk of Works at the constituency office will be responsible to the Fund Account Manager for the following duties:

- i. Ensure that correct materials and workmanship are used as per the client's standards, specifications and schedule.
- ii. Familiarize with all the relevant drawings and written instructions, check and use them as a yardstick for inspection of works.
- iii. Make regular inspection visits to project sites to monitor progress of ongoing works.
- iv. Take measurements and samples on site to make sure that the work and the materials meet the specifications and quality standards.
- v. Be familiar with legal requirements and ensure that the works complies with the law.
- vi. Have a working knowledge on health and safety legislation and point out any observed shortfall.
- vii. Keep detailed records on progress and any delays, the number and type of workers employed, visitors to the site, drawings received, deliveries, instructions and any serious deficiencies in health or safety requirements observed on site.
- viii. Perform any other duty as may be assigned by the Fund Account Manager from time to time.

QUALIFICATIONS.

For appointment to this position, a candidate must have the following:

- i. Must be between the age of 25-40 years.
- ii. Have a minimum of Diploma in Building and Construction, Architecture, Civil Engineering, Quantity Survey, Building Technology or its equivalent qualifications from a recognized institution.
- iii. At least three (3) years of progressive work experience.
- iv. An understanding of the Building Industry, including knowledge of materials, trades, methods and legal requirements.
- v. Ability to write reports on the progress of works.
- vi. Good analytical, communication and interpersonal skills.
- vii. Knowledge in accurate record keeping.
- viii. Meet the requirements of Chapter Six of the Kenyan Constitution.



- ix. Having a driving license will be an added advantage.
- x. Priority will be given to the candidate originating from Emuhaya Constituency.

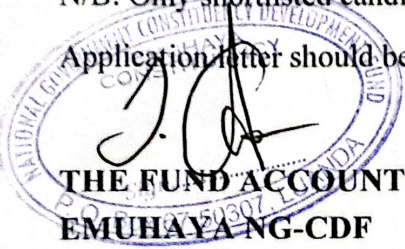
TERMS AND CONDITIONS

Competitive salary package to be offered to a successful candidate on a Two-year renewable contract subject to performance.

Interested candidates are encouraged to apply and submit their application in writing and attach certified copies of the certificates, testimonials and detailed CVs indicating the position, reference, daytime telephone number and address so as to reach the undersigned on or before **24th January, 2025 at 5.00pm.**

N/B: Only shortlisted candidates will be contacted.

Application letter should be addressed to:



**THE FUND ACCOUNT MANAGER
EMUHAYA NG-CDF
P.O BOX 67-50307
LUANDA.**