



Job Title: Clerk of Works
Reporting To: Chief Executive Officer
Base Location: Mombasa

Overall accountability

BANDARI DT SACCO is licensed DTS (Deposit Taking Sacco); the biggest SACCO in the Coastal and North Eastern region and one of the top biggest Sacco Societies in Kenya by Asset base. The SACCO promotes thrift and provides credit services at competitive interest rates the aim of which is to contribute to the financial strength and general well being of its members.

The Sacco has been on a steady growth over the last 49 years, with a total asset base currently standing at 12.7 Billion and a fully paid up membership of over 28,000 members. The Sacco Annual turnover as at the end of 2023 stood at over 1.4 Billion.

General purpose of the Job

Reporting to the Chief Executive Officer, the Clerk of Works will oversee the construction of our new office building. The successful candidate will play a critical role in ensuring that all construction work is carried out to the highest standards of quality, safety, and efficiency.

Responsibilities

- Monitor the construction process to ensure compliance with architectural, engineering, and construction plans.
- Conduct regular site inspections and report on progress, quality, and safety standards.
- Identify and address any issues or discrepancies in the construction process.
- Liaise with contractors, architects, engineers, and other stakeholders to ensure smooth project execution.
- Ensure that all materials used and work performed meet the required specifications and standards.
- Maintain accurate records of site activities, including daily logs and progress reports.
- Provide recommendations for improvements or adjustments as necessary.

Qualifications

- Diploma or degree in Construction Management, Civil Engineering, or a related field.
- Minimum of 5 years of experience as a Clerk of Works or in a similar role.
- Strong knowledge of construction processes, materials, and regulations.
- Excellent attention to detail and problem-solving skills.
- Ability to communicate effectively with diverse teams.
- Strong organizational and time management skills.

How to Apply: Interested candidates are invited to send their CVs and cover letters to info@bandarisacco.co.ke by Friday 30th August 2024. Please include "**Clerk of Works Application**" in the subject line.