



**Job Purpose**

To oversee and ensure that construction projects meet design specifications, quality standards, and safety regulations. The Clerk of Works will be responsible for monitoring material deliveries, supervising site activities, ensuring compliance with approved drawings and permits, and maintaining accurate records to support project completion within budget and timeline constraints.

Area	Job Description
<p><b>Primary Responsibility</b></p>	<ol style="list-style-type: none"> <li>1. Follow up with design, dispatch and production teams to ensure timely delivery of materials.</li> <li>2. Receive and verify the materials delivered to ensure they conform to the delivery notes.</li> <li>3. Issue the materials to the installers and control the stock to less than 3% wastage.</li> <li>4. Inspect the ongoing works to ensure they meet to the required standards and specifications issued.</li> <li>5. Ensure approved drawings, permits and licenses are up to date and available on site</li> <li>6. Maintain site instructions, attend to site meetings and take minutes</li> <li>7. Conduct safety tool box meeting and trainings to workers, maintain daily register and compliant with the required PPEs</li> <li>8. Ensure health and safety guidelines are in place and complied by workers</li> <li>9. Monitor the project to completion in terms of time and cost</li> <li>10. Coordinate all site activities to ensure sign off the completed works</li> <li>11. Ensure client specifications raised either through client clerk of works or consultants are followed</li> </ol>
<p><b>Secondary Responsibility</b></p>	<ol style="list-style-type: none"> <li>1. Perform any other duties as assigned by the Supervisor.</li> </ol>

**Interactions**



Internal	External
<ul style="list-style-type: none"> <li>• Sales Team</li> <li>• Finance</li> <li>• Project Manager</li> <li>• IT Department</li> <li>• Delivery Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Clients</li> <li>• Suppliers</li> </ul>

Competencies	
Education	<ul style="list-style-type: none"> <li>• Degree or Diploma in Civil Engineering or a related field</li> </ul>
Work Experience	<ul style="list-style-type: none"> <li>• 1-3 years of experience in construction site supervision, material inspection, or a related field.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Strong attention to detail</li> <li>• Good communication and coordination skills</li> <li>• Ability to work under pressure</li> <li>• Problem-solving mindset</li> </ul>