

NGORA DISTRICT SERVICE COMMISSION

(EXTERNAL ADVERT No. 2/2019)

Applications are invited from suitably qualified Ugandans to fill the post below existing in **Ngora District Local Government**. The **PSC Form 3 of 2008** can be obtained from the Public Service Commission Kampala, any District Service Commissions or the Offices of the Chief Administrative Officer / Town Clerk in Uganda, or on www.psc.co.ug.

Duly filled PSC Form 3 of 2008 in own handwriting should be submitted in triplicate (each with a recent passport size photograph) plus copies of certified academic documents of only Applicants meeting the job requirements must be addressed to: **“The Secretary, Ngora District Service Commission, P.O. Box 31, Ngora”** and hand delivered or received through Postal or Courier Agent not later than **21st July 2019**. Applicants **must** quote on the PSC Form 3 the Post Title and Reference Number specified against the vacancy.

Applicants who do not hear from Ngora District Service Commission on conclusion of the selection exercise should consider their applications unsuccessful. Late submission of applications **SHALL NOT BE ENTERTAINED**.

Job Title: Clerk of Works (01 post)

Ref: NDSC/19/EDUC/19/20.

Salary: 1,000,000 P.M

Age limit: Below 50years.

Type of appointment: Contract (8 months).

QUALIFICATIONS

- Ordinary diploma in building and civil engineering from a recognized institution with at least 5 years experience of which 3 years is in construction supervision of similar structures or Advanced Craft Certificate in construction with experience of over 10 years.

Key competencies required for the post.

- 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 Functions

- Carry out full time day to day detailed supervision of the construction works at the allocated site(s)
- On a day to day basis monitor the contractor's work program, 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.
- Ensure that the required standards of quality and accuracy of work and materials are maintained, including taking samples of materials, concrete slump tests, concrete test cubes, e.t.c by expeditiously and carefully reviewing test procedures on the contractors.
- Check the drawings for any obvious errors in dimensions and detail and compare with specifications for discrepancies.
- At the commencement of the contract, check grid levels of the site with contractor.
- Check all setting out and site levels.
- Examine the contractor's progress schedule, check and record progress of the work and note any delays with reason.
- Settle minor problems of detail arising on site to ensure that the work proceeds in an effective, workman like and economic manner.
- 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, walling, etc.
- Check whether any rebates, mortises, holes fixing e.t.c are required in the structure before pouring concrete and check sizes and positions of these items in the formwork.
- Ensure adherence to the specifications and conditions of the contract by the contractor.
- Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project.
- Ensure that the contractor keeps the site tidy.
- Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications provided the instructions don't have cost implications.
- Approve materials for construction before incorporation in to the works.
- Ensure that all construction work is accomplished as required in accordance with the approved work program.
- Ensure that the contractor adheres to safety regulations(safety measures will include provisions of safety helmets, boots, guard rails, safety equipments, site signs, first aid equipments, e.t.c)
- Maintain a dairy to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports.

- Endorse day work sheets with certification in respect of hours worked and materials used.
- Check and ascertain that the contractor prepares for site meetings as and when they are due.
- Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and monthly progress report.
- Any other duties that may be assigned by the appointing authority.

AG. SECRETARY DISTRICT SERVICE COMMISSION

NGORA DISTRICT LOCAL GOVERNMENT.