

## **JOB OPPORTUNITIES**

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position.

### **1. CLERK OF WORKS – CLOW/8/2024**

As part of the delivery on the 2024 – 2028 strategic plan, FKE will be implementing the Development Project to construct a new headquarters that will enhance service to members and host FKE's secretariat. Reporting to the Executive Director & CEO, the job holder will work closely with the appointed building contractor and consultants to implement approved plans and keep management updated on progress.

### **KEY RESPONSIBILITIES**

- Day to day FKE liaison and serving as a link with contractors, engineers, surveyors, and the entire Consulting teams at the Construction site.
- Review Contract Documents with the Contractor on behalf of the Federation.
- Inspect construction work to ensure it meets standards and health and safety requirements.
- Observe the quality and progress of the construction to determine in general that it is proceeding in accordance with the Contracts. Notify the Federation and the Consulting team any deviations.
- Inspecting construction work and comparing it with drawings and specifications.
- Measuring and quality checking of building materials.
- Identifying defects and suggesting ways to correct them.
- Monitoring progress and reporting to FKE and the Consulting team and assist in the preparation of progress reports.
- Confirming the plans and documenting of work, along with measurements and samples.
- Checking that building regulations, legal and ecological requirements are adhered to.

- Consider the Contractor's suggestions and recommendations, evaluate and discuss them with the Federation and the Consulting team for decision making.
- Attend project meetings as the Federations representative and report back in writing.
- Confirm all the tests that may be required by the Contract.
- Maintain detailed records of work at the construction site or as directed by the Federation.
- Review Applications for Payment submitted by the consultants.
- Assist the Federation in final inspection of the work done and review the documentation and record documents to be furnished to the Federation upon completion of the work.
- Liaise with the consultants to ensure appropriate financial, commercial, and legal risks relating to the project are documented.
- Be a member of the procurement team for the project.
- Plan ahead to prevent problems and resolve any emerging ones.
- Any other work that may be assigned by the Federation.

### **QUALIFICATIONS AND EXPERIENCE**

- Degree in Engineering/Architecture/Surveying/ Building Construction or related field.
- Holders of a Higher Diploma on the same with 4 years' experience will be considered.
- At least 3 years' experience in Construction Industry with 1 year as a clerk of works/ supervisor in a large construction site.
- Proven track record of handling construction projects successfully.

### **KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES**

- Highly organized and a good planner
- Analytical skills, numeracy skills and keen on details
- Well-developed people skills and Team working skills.
- Commercial awareness
- Excellent communication and reporting skills
- Tact and Diplomacy
- Management and leadership skills
- Integrity and Ability to manage confidential information.

### **APPLICATION PROCESS**

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: [Recruitment@fke-Kenya.org](mailto:Recruitment@fke-Kenya.org) indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

*FKE is an Equal Opportunity Employer.*

**Executive Director & Chief Executive Officer  
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