



THE REPUBLIC OF UGANDA

# MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND SPORTS

## UGANDA TEACHER AND SCHOOL EFFECTIVENESS PROJECT (UTSEP)-GPE

### VACANCIES FOR CLERKS OF WORKS

#### 1.0 Background

The Government of Uganda received a grant worth US\$100m from the Global Partnership in Education (GPE) to implement The Uganda Teacher and School Effectiveness Project (UTSEP). One of the components of the project is the School Facilities Grant which will entail construction of school facilities in 220 selected public primary schools in Uganda. The facilities to be constructed include: Classrooms, Administration Blocks, Latrines, Staff houses with external fire wood kitchen and rain water tanks. To ensure quality construction and timely completion of the facilities MOESTS wishes to hire full time Clerks of works to supervise works at the 220 beneficiary schools. The Clerks of Works shall be contracted for a fixed 1 year term and will be responsible for supervision of construction works at one or more schools located in the following 73 districts of Uganda.

1	Alebtong	21	Ibanda	41	Kyegegwa	61	Nebbi
2	Amuria	22	Isingiro	42	Kyenjojo	62	Ngora
3	Amuru	23	Kaabong	43	Lamwo	63	Ntungamo
4	Apac	24	Kabale	44	Luuka	64	Oyam
5	Arua	25	Kabarole	45	Lwengo	65	Rakai
6	Budaka	26	Kaliro	46	Lyantonde	66	Rubirizi
7	Bududa	27	Kalungu	47	Manafwa	67	Rukungiri
8	Buhweju	28	Kamwenge	48	Maracha	68	Sembabule
9	Buikwe	29	Kanungu	49	Masaka	69	Sheema
10	Bukedea	30	Kapchorwa	50	Masindi	70	Sironko
11	Bukomansibi	31	Kasese	51	Mayuge	71	Tororo
12	Bukwo	32	Katakwi	52	Mbarara	72	Wakiso
13	Bulambuli	33	Kibaale	53	Mitooma	73	Zombo
14	Bundibugyo	34	Kiboga	54	Mityana		
15	Bushenyi	35	Kiruhura	55	Mpigi		
16	Butaleja	36	Kisoro	56	Mubende		
17	Butambala	37	Koboko	57	Mukono		
18	Buyende	38	Kole	58	Nakapiripit		
19	Gomba	39	Kween	59	Nakaseke		
20	Hoima	40	Kyankwazi	60	Namutumba		

The Ministry of Education, Science, Technology and Sports (MOESTS) now invites applications from suitably qualified individuals as detailed here below:

#### 2.0 RESPONSIBILITIES AND QUALIFICATIONS

##### 2.1 Key Duties and Responsibilities

1. Carry out full-time day to day detailed supervision of the construction works at the allocated site(s).
2. 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 Ministry of Education, Science, Technology and Sports and the project supervising consultants.
3. 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 tubes etc; by expeditiously and carefully reviewing test procedures of the contractors.
4. Check the drawings for any obvious errors in dimensions and detail and compare with specifications for discrepancies.
5. At the commencement of the contract, check grid levels of the site with the contractor.
6. Check the quantity of fly tipping etc being removed from site.
7. Check all setting out and site levels.
8. Examine the contractor's progress schedule, check and record progress of the work and note any delays with reasons.
9. Settle minor problems of detail arising on site to ensure that work proceeds in an effective, workmanlike and economical manner.
10. 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.
11. Check whether any rebates, mortices, holes fixings etc are required in the structure before pouring concrete and check sizes and positions of these items in the formwork.
12. Ensure adherence to the specifications and conditions of the contract by the contractor.
13. Ensure that there is adequate interrelationship between and among stakeholders during implementation of the project and update them on technical aspects of the project.
14. Ensure that the contractor keeps the site tidy.
15. Issue necessary site instructions to ensure good quality and workmanship plus compliance to specifications provided the instructions don't have cost implications.
16. Approve materials for construction before incorporation into the works
17. Ensure that all construction work is accomplished as required in accordance with the approved work program.
18. Ensure that the Contractor adheres to safety regulations. (Safety measures will include provision of safety helmets, boots, guard rails, safety equipment, site signs, first aid equipment, etc).
19. Maintain a diary to record the progress of construction, delays, weather conditions and site visitors, and other significant facts, and submit weekly reports to the Focal person from the Ministry.
20. Endorse day work sheets with certification in respect of hours worked and materials

used together with the project Consultants.

21. Assist the project Quantity Surveyor (QS) in the review of Bills of Quantities (BOQs) for Civil Works under the project developed by the Consultants.
22. Carry out stock condition surveys and prepare reports and records to assist in valuation and management of works and ensure the project records are well kept and maintained for completeness and safety.
23. Check and ascertain that the Contractor prepares for Site Meetings as and when they are due.
24. Attend to the site on all occasions and attend all scheduled site meetings and submit written progress reports every week, and a monthly progress report.
25. Timely reporting to the Regional MoESTS Construction Management Unit (CMU) Technical Officer and /or District Engineer.
26. Any other duties that may be assigned by the appointing authority.

##### 2.2 Personal Qualifications

1. 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.
2. Computer skills in MS-Word, MS-Excel and Internet applications are essential.
3. Good interpersonal and communication skills is a requirement.
4. The applicant should indicate the district(s) of preference in their application.
5. Knowledge of the local language(s) in the preferred district(s) will be an added advantage.

##### 2.3 Reporting

The Clerk of Works will report to the MoESTS Engineering Assistant responsible for the District where the beneficiary school is located.

##### 2.4 Submission of Applications

Applications should be addressed to the Permanent Secretary, Ministry of Education, Science, Technology and Sports and hand delivered to;

**Ministry of Education, Science, Technology and Sports  
Uganda Teacher and School Effectiveness Project (UTSEP)-GPE  
Office  
2nd Floor, Rwenzori Courts, Plot 4A Nakasero Road, Kampala.**

**All applicants MUST register their Names and sign the registration Form as confirmation of delivery of the application.**

**All applications should be delivered not later than 10th June 2016 at 5.00pm.**