



KABARNET UNIVERSITY COLLEGE

OFFICE OF THE DEPUTY PRINCIPAL FINANCE AND ADMINISTRATION

EXTERNAL ADVERTISEMENT Date: 23rd July, 2026

Applications are invited from suitably qualified candidates on six (6) months contract for the following position: -

Clerks of Works II SCALE 7 - ONE (1) POST - Ref. KUC/ADM/01/07/2026

Interested applicants should forward five (5) copies of application package, including updated Curriculum Vitae giving details of the applicant's age, academic and professional qualifications, working experience, present post and salary, telephone contact and email address, names and addresses of three referees plus copies of certificates, transcripts and testimonials. The reference number of the position applied for should be clearly indicated on both the application letter and the envelope and also one set of the application in a single PDF document to recruitment@unika.ac.ke

Applications should be addressed to: -

**Deputy Principal, Finance and Administration
Kabarnet University College
P.O Box 469-30400,
KABARNET, KENYA**

So as to reach him not later than **Thursday 6th July, 2026 at 5.00 p.m.** Applicants are advised to contact their referees and request them to send their letters of reference to the above address. For those in employment, applications should be channelled through their Heads of Departments.

N/B: Kabarnet University College is an equal opportunity employer and, therefore, applicants of both gender and persons with disability are encouraged to apply. Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification

Clerk of Works II - SCALE KUC 7

Duties and Responsibilities

- a) Collaborate with management to align activities with desired outcomes.
- b) Perform daily site inspection of works.
- c) Attend all project meetings and take minutes to confirm instructions and directions.
- d) Communicate all project discussions directly to the Project Manager and University Management.
- e) Act as liaison between the University Management, the Project Manager and Contractor.
- f) Observe required tests, record and report results, and verify testing invoices.
- g) Observe progress and quality of work to ensure compliance with the contract documents; notify the Project Manager of any non-conformance.
- h) Monitor construction schedule and report potential delays.
- i) Review contract documents with Contractor's superintendent; obtain interpretations from the Project Manager and transmit them.
- j) Attend meetings as directed by the Project Manager and report proceedings.
- k) Review Contractor's completion list for Certificate of Practical Completion; inspect and forward to Project Manager if accurate, or return for correction.
- l) Assess the site & give feedback for Planning / Program Scheduling of the works program for completion and monitoring.
- m) Review and analyze the site logistics arrangements that are to be implemented and followed and implement the same on site.
- n) Raise Request for Information (RFI) after checking the drawings.
- o) Maintain detailed documentation of all site engineering activities.
- p) Check the progress of work on site and whether it is as per the works program or not.
- q) Inform and get the contractor to arrange manpower, materials and machinery to achieve the planned activities.
- r) Monitor and report the daily progress of works at site including the constraints, restraints and obstructions at site
- s) Direct engineering activities: assign tasks, provide training and support to the site personnel.
- t) Ensuring that health and safety, sustainability policies and legislation are adhered to at Site.
- u) Evaluate operations and processes during construction and optimize the process and give feedback to the Project Manager.
- v) Any other duties allocated from time to time

Other Skills and Competencies

- a) High integrity and professionalism.
- b) Strong attention to detail.
- c) Assertiveness and confidence in enforcing standards.
- d) Good communication and report writing skills.

Requirements for Direct Appointment

For appointment to this grade for persons not currently serving the university, the candidate Must have:-

1. A Diploma in Building and Civil Engineering awarded by Kenya National

- Examination Council, or equivalent qualifications recognized by KNEC
2. Worked with a large organization or Government for at least four (4) years.
 3. Competency in computer applications particularly in Architectural and Civil/Structural Engineering packages
 4. Professional Registration: Active registration as a construction professional or site supervisor with the National Construction Authority (NCA).
 5. Software Proficiency: Practical mastery of Computer-Aided Design (AutoCAD/ArchiCAD) and Project Management tools like Ms. Project.
 6. Technical Skills: Proven ability to read and interpret construction drawings, technical plans, Bill of Quantities and accurately document daily site logs.
 7. Chapter Six Compliance: Valid clearance certificates from the KRA, EACC, HELB, DCI (Good Conduct), and a registered Credit Reference Bureau (CRB).

Requirements for Serving Officers

For appointment to this grade the candidate Must have:-

1. A Diploma in Building and Civil Engineering awarded by Kenya National Examination Council, or equivalent qualifications recognized by KNEC
2. Competency in computer applications particularly in Architectural and Civil/Structural Engineering packages
3. Served in the relevant field in the scale KUC 6 for at least three (3) years.
4. Competency in computer applications particularly in Architectural and Civil/Structural Engineering packages.
Shown merit and ability as reflected in work performance and results
5. Professional Registration: Active registration as a construction professional or site supervisor with the National Construction Authority (NCA).
6. Software Proficiency: Practical mastery of Computer-Aided Design (AutoCAD/ArchiCAD) and Project Management tools like Ms. Project.
7. Technical Skills: Proven ability to read and interpret construction drawings, technical plans, Bill of Quantities and accurately document daily site logs.
8. Chapter Six Compliance: Valid clearance certificates from the KRA, EACC, HELB, DCI (Good Conduct), and a registered Credit Reference Bureau (CRB).

Note; This information can also be accessed from the University College website www.unika.ac.ke

SALARY SCALE

Min of Kes.44,573 P.M - Max of Kes.65,986 PM



PROF. CHEBOI YEGON

Ag. DEPUTY PRINCIPAL, FINANCE AND ADMINISTRATION