

EMPLOYMENT OPPORTUNITY

CLERK OF WORKS OFFICER



JOB TITLE:	CLERK OF WORKS OFFICER
REPORTS TO:	PROJECTS
DEPARTMENT:	CONSTRUCTION PROJECT MANAGER
LOCATION:	KENYA

WHY THIS JOB EXISTS

The job holder provides onsite technical supervision and support by monitoring the day-to-day construction activities on an assigned construction site. The job holder will be required to prepare and submit as per the Project Management plan a detailed analytical Bill of Quantities (BoQ) report as scheduled to provide decision-makers with reliable and accurate information on the status of on-going projects. The job holder will also be responsible for ensuring that all projects are completed in keeping with quality requirements and within the project timeline.

ROLES AND RESPONSIBILITIES

Deliverables

- Oversee construction progress and quality to ensure compliance with contract specifications and project timelines.
- Support project planning, documentation, and contractor coordination.
- Participate in project meetings and assist in verifying completed work and managing variations.
- Monitor daily site activities to ensure adherence to quality standards and approved plans.
- Inspect materials and workmanship to ensure compliance with required specifications.
- Track project schedules and maintain site orderliness and efficiency.
- Maintain accurate site records, including daily logs and incident reports.
- Prepare and submit timely progress reports highlighting performance and any deviations.
- Ensure compliance with health, safety, and environmental regulations on site.
- Conduct routine inspections and address potential risks.
- Liaise with relevant teams to ensure timely resolution of safety issues.

QUALIFICATIONS & EXPERIENCE

- Technician's Diploma in Quantity Surveying or Construction management or Civil Engineering or Building Technology from an accredited academic institution.
- In-depth knowledge of AutoCAD, Adobe Photoshop, internet, Web-Editing, Microsoft Office and Windows products.
- Minimum of three (3) years' working experience performing similar functions in a large, diverse organization or equivalent combination of qualification, training and experience.
- Certificate in OSHA.
- Project Management Planning (PMP) certification will be an added advantage.
- Technical experience in database systems development and maintenance.
- Excellent interpersonal and communication skills including the ability to work effectively with staff at all levels.
- Ability to provide study reports, technical documentation, papers and/or project plans for technical staff members.
- Assist in preparing and following up all safety related permits before and after construction.
- Willingness and ability to work collaboratively with all levels of the organization.
- Ability to read, understand and interpret blueprints.

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HOW TO APPLY

Interested candidates are invited to submit their applications to:

opportunities.kenya@greatplainsconservation.com. The deadline for applications is **4th May 2026**.

A complete application must include:

- A cover letter outlining your interest and suitability for the role.
- A detailed CV highlighting relevant experience and qualifications.

PLEASE NOTE, DUE TO THE HIGH VOLUMES OF APPLICATIONS ONLY THOSE WHO ARE SHORTLISTED WILL BE CONTACTED.