



TO LEARN TO SERVE

# ST JOHN'S UNIVERSITY OF TANZANIA

## EMPLOYMENT OPPORTUNITY

St John's University of Tanzania (SJUT) is a relatively young but dynamic university aspiring to become a global player in the provision of higher education, owned by the Anglican Church of Tanzania (ACT). SJUT is committed to a culture of quality, excellence and absolute integrity in the context of Biblical values. The University is seeking to recruit qualified academic member of staff and bring onboard suitable individuals to provide effective leadership and contribute to the realization of the aspirations of the University. The Chief Mazengo campus is located at Kikuyu area in Dodoma, about 3.5km southwest of the city centre. For further information, please visit [www.sjut.ac.tz](http://www.sjut.ac.tz).

The University invites applications from suitably qualified candidates to fill the following position:

### ESTATES DEPARTMENT

**Job Title:** CLERK OF WORKS

**(a) Reports to:** Estates Manager (Project Manager)

**(b) Job Summary:** The Clerk of Works provides onsite technical supervision and support by monitoring the day-to-day construction activities on an assigned construction site. The incumbent is responsible for ensuring that the University's projects are completed in keeping with requirements and within time and budget.

**(c) Key duties and responsibilities:** A qualified candidate for this position shall possess skills and abilities to perform the following:

- (i) **Site supervision:** To include monitoring and controlling access to construction site; inspects and verifies all materials delivered to the construction site; conducting on-going site inspections to ensure adherence to all building codes, plans and specifications; witnessing testing and quality control activities to ensure compliance with contract requirements; and performing other duties pertaining to site supervision.
- (ii) **Project management support:** To include assisting the Project Manager in the review and evaluation of plans, specifications and designs; assisting the Project Manager in verifying the quantum of works completed; assisting Project Manager with commissioning or updating the purchasing list; and assisting in the preparation of scope of works, specifications and cost estimates for variations to the work in progress.
- (iii) **Health and safety:** To include facilitating site inspection(s) and monitoring for compliance with health and safety regulations, building codes and/or any other relevant regulations; Liaising with the Health and Safety Officer to ensure health and safety issues are reported or observed; and conducting routine site inspection(s) and advises the Project Manager.
- (iv) **Documentation of records and reports:** To include preparing and submitting reports on all incidents and/or accidents occurring on the construction site; logging all activities of the construction site in the Daily Logbook; and preparing and submitting daily/weekly/monthly reports on assigned project(s) by utilizing the approved formats.
- (v) Performing any other duties relative to the job function as may be assigned.

**(d) Qualification:** Holder of a Diploma in Civil Engineering from an accredited academic institution; Working knowledge of laws and regulations governing large construction projects; Working knowledge of the Occupational Safety Health (OSH) requirements; Working knowledge of project management reporting techniques; Excellent communication skills including preparing/compiling detailed analytical reports; Proficiency in the use of Microsoft Office Tools and software relevant to job functions; Minimum of three (3) years' working experience performing similar functions in a large, diverse organization; and equivalent combination of qualification, training and experience.

**(e) Experience:** At least a minimum of three (3) years of relevant work experience in a similar position.

**(f) Salary Scale:** Staff salary rank according to SJUT Scheme of Service

**(g) Tenure:** Fixed contractual terms of three (3) years.

**Mode of Application:** Complete application package that consists of Application Letter supported with detailed Curriculum Vitae (CV), certified relevant copies of Certificates i.e. Degree/Diploma Certificates /Testimonials, Academic Transcripts plus Secondary School Certificates and their contact details should be submitted no later than **15<sup>th</sup> March, 2021** at 04:00 p.m. to:

Vice Chancellor,

St John's University of Tanzania  
P.O Box 47, Dodoma, Tanzania.

Tel: 026-239 0044 Fax: 026-239 0025 E-mail: [admin@sjut.ac.tz](mailto:admin@sjut.ac.tz) OR [hr@sjut.ac.tz](mailto:hr@sjut.ac.tz) Website: [www.sjut.ac.tz](http://www.sjut.ac.tz)