

#### **41. SUPERINTENDING ENGINEER (ROADS):NO. OF VACANCIES - ONE (1)**

Terms of Service: Permanent & Pensionable

Job Group CPSB 07

Salary as per Salaries & Remuneration Commission of Kenya.

#### **Requirements for Appointment:-**

- Kenyan citizenship;
- A Bachelor's Degree in Civil engineering or its equivalent from a recognized University in Kenya;
- At least five (5) years relevant working experience in the public or private sector;
- Been registered with the Engineers Board of Kenya (EBK) as a professional engineer;
- Corporate membership with the Institution of Engineers of Kenya (MIEK);
- Advanced Computer Skills (MS Project, MS Word, MS Excel, MS PowerPoint and MS Access); and
- Shown merit and ability as reflected in work performance and results.

#### **Duties and Responsibilities:-**

- Prepare tender documents for construction projects including technical drawings, specifications of civil works, BOQs and conditions of contract;
- Prepare detailed estimates and guidelines to assist the procurement unit in tender evaluation;
- Prepare detailed rates for construction materials and labour based on prevailing market conditions;
- Maintain and update contract files on each construction project, including performance evaluations for contractors;
- Monitor and report regularly on the progress of construction activities in accordance with construction contracts and conditions;
- Review contract claims, analyse and recommend variation orders;
- Assess completed projects with regards to compliance to specifications, quality of materials and workmanship, and prepare documents for final handover and closure,
- Undertake correct measurement of completion of works, recommend payments and prepare interim and final payment certificates;
- Administration and supervision of all staff under him//her;
- Any other duties assigned.

