

TERMS OF REFERENCE

Post: Construction Officer

Reporting relationship: Head of Department

KEY RESPONSIBILITIES:

1. Responsible for maintaining the quality of the construction work by supervising and monitoring the contractor work and construction progress.
2. Ensure the management of all daily correspondence by handling all incoming and outgoing communications. Additionally, the project implementation unit should be informed of all correspondence.
3. Ensure instructions provided by Project Manager, Project Engineer, Project Officer, and Quantity Surveyor, are being followed.
4. Monitor progress of project in accordance with construction schedule. Identify in advance any potential issues that may affect the progress of the project.
5. Supervision of work carried out by contractor to assure work quality. Supervision of work should be done as per the drawings, specification, and local regulation. Identify and report the potential problems at site and help to prevent them
6. Record daily progress charts and quality assurance log. Routinely issue all charts and logs to the Project Implementation unit for documentation and review.
7. Assign and coordinate site works.
8. Ensure safe and proper use of equipment on site, and compliance with work methodologies.
9. Maintain safe, secure and healthy work environment and ensure public safety.
10. Ensure compliance with local authorities and highlight any key issues to the project implantation units.

REQUIREMENTS

- MNQF Level 4 qualification in Building Construction/Civil Engineering (OR)
- A 'Level (OR)
O 'Level with minimum 1-year relevant experience in the field

OTHER COMPETENCIES

- Understanding and knowledge of similar projects.
- Highly organized and should be able to multitask.
- Should possess good customer relation skills
- Strong communication skills (verbal as well as written)
- Should be able to priorities tasks and manage one's own time effectively
- Should be familiar with Microsoft office package and any other work relevant software.