



**MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT**  
**Department of Employment Services**  
**Internal Employment Unit**

**EMPLOYMENT OPPORTUNITIES UNDER THE**  
**JOB-MATCHING ARRANGEMENT**

<b>S/N</b>	<b>POST/TITLE</b>	<b>MINIMUM QUALIFICATION</b>
1	Project Manager (02)	<ul style="list-style-type: none"><li>• Bachelors of Science in Architecture, Engineering or Construction Management.</li><li>• Bachelor's degree in Building Construction, Construction Management, Civil Engineering, or Architecture</li><li>• 15years of experience in project management within construction</li></ul>

2	Construction Supervisor (20)	<ul style="list-style-type: none"> <li>• Bachelor's degree in Construction, or Engineering preferable.</li> </ul>
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The Internal Employment Unit under the Department of Employment Services was charged with the responsibility of placement of jobseekers into active employment through the job matching services. One of the core responsibilities of the Unit is to engage with employers and the private sector, for purposes of increasing accessibility of decent jobs to the Uganda workforce.

In view of the above, the Ministry, in partnership with Victory Vision LTD has received a job order for matching of highly qualified Ugandans into the newly opened project for the re-development of one of Kampala's markets into modern stalls.

Applications are therefore, invited from suitably qualified jobseekers to fill up the positions below. Hand-deliver your CV, copy of National ID and other accompanying documents to the Internal Employment unit, level 7 **not later than 10<sup>th</sup> March 2020**. Applications received after the closing date will not be considered for this opportunity. Applications should bear the title of post applied for.

		<ul style="list-style-type: none"> <li>• 5-10yrs experience in the construction industry required.</li> </ul>
3	Quality Assurance Manager (01)	<ul style="list-style-type: none"> <li>• 12+ years' experience as a Superintendent, in concrete construction.</li> <li>• 5+ years in hands-on concrete, steel and/or roofing trades work on commercial construction sites.</li> </ul>
4	Quantity Surveyor (03)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Quantity Survey or equivalent.</li> </ul>
5	Architectural Engineer (03)	<ul style="list-style-type: none"> <li>• A Bachelor's degree and Master's degree as an added advantage in Architectural Engineering.</li> </ul>
6	Crafts Man (02)	<ul style="list-style-type: none"> <li>• Following specifications and calculations to create various technical drawings.</li> <li>• Preparing both rough sketches and detailed work with cadd systems.</li> <li>• Performing calculations for materials and weight limitations.</li> </ul>
7	Project Engineer (01)	<ul style="list-style-type: none"> <li>• Proven working experience as a project engineer</li> <li>• Excellent knowledge of design and visualizations software such as AutoCAD</li> <li>• Advanced MS Office skills</li> </ul>
8	Masons (100)	<ul style="list-style-type: none"> <li>• Ability to use hand tools including tape measure.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ability to scale real site conditions into drawings.</li> <li>• Ability to identify different types of masonry products and understand how they are applied.</li> <li>• Ability to operate power tools including wet cut saws to trim materials into sizes to fit.</li> <li>• Ability to work at heights including on scaffolding.</li> <li>• Ability to lift heavy objects on a continual basis.</li> </ul>
9	Construction Foreman (20)	<ul style="list-style-type: none"> <li>• Proven experience as construction foreman In-depth knowledge of construction procedures, equipment and OSH guidelines</li> <li>• Understanding of electrical and hydraulic systems</li> <li>• Ability to read drawings, plans and blueprints</li> <li>• High school diploma or diploma in a skilled trade (electrician, carpenter etc.)</li> </ul>
10	Civil Engineers (03)	<ul style="list-style-type: none"> <li>• Proven working experience in civil engineering Excellent knowledge of design and visualizations software such as Auto CAD</li> </ul>
11	Technical Office Manager (02)	<ul style="list-style-type: none"> <li>• A degree of Civil or Architectural Engineering. Minimum of 5+ years' working experience.</li> <li>• Considerable amount of experience as Design Manager / Engineering Manager / Technical Manager in managing and leading a multi-disciplinary engineering and design review team.</li> </ul>
12	Health & Safety Officer (03)	<ul style="list-style-type: none"> <li>• Proven experience as <b>safety officer</b></li> <li>• In depth knowledge of legislation (e.g. OSHA/EPA) and procedures</li> <li>• Knowledge of potentially hazardous materials or practices</li> <li>• Certificate in occupational health and safety</li> </ul>
13	Construction Accountant (01)	<ul style="list-style-type: none"> <li>• Four-year accounting degree and a minimum of 3 years' real estate construction/job cost accounting experience, or an equivalent combination of education and experience.</li> <li>• Knowledge of construction cost accounting and general accounting.</li> </ul>
14	Cashiers (02)	<ul style="list-style-type: none"> <li>• Work experience as a retail cashier or in a similar role</li> </ul>

		<ul style="list-style-type: none"> <li>• Basic PC knowledge</li> <li>• Familiarity with electronic equipment, like cash register and POS</li> <li>• Minimum of a Bachelor's degree in relevant field</li> </ul>
15	HR Assistants (02)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Human Resources or relevant field</li> <li>• Maintaining employee files</li> <li>• 2-5 years working experience in human resource admin or relevant field, preferably in construction industry</li> <li>• Prior experience in human resource roles is preferred</li> <li>• Familiarity with Microsoft office software a plus</li> </ul>
16	Secretaries (03)	<ul style="list-style-type: none"> <li>• Bachelor's degree in secretarial studies or equivalent.</li> <li>• The ability to be proactive and use your initiative: to see what needs doing and to do it.</li> <li>• The ability to use standard software packages (eg Microsoft Office) and to learn bespoke packages if required.</li> </ul>
17	Receptionist (01)	<ul style="list-style-type: none"> <li>• Proven work experience as a Receptionist, Front Office Representative or similar role</li> <li>• Proficiency in Microsoft Office Suite</li> <li>• Bachelor's degree; additional certification in Office Management is a plus</li> </ul>
18	Office Messenger (01)	<ul style="list-style-type: none"> <li>• Minimum of A Level Certificate;</li> <li>• Training in Office Practice and Management will be an added advantage.</li> </ul>
19	Steel Fixers (200)	<ul style="list-style-type: none"> <li>• Apprentice trained</li> <li>• Working experience of 2-5 years in steel fixing</li> <li>• Certificate or relevant background in education in technical training school as an added advantage</li> </ul>
20	Tillers (50)	<ul style="list-style-type: none"> <li>• Mathematics and measurement skills</li> <li>• Ability to use tile cutters and other tools of the trade</li> <li>• Certificate or training in technical school for tile fixing as a bonus advantage</li> </ul>
21	Painters (10)	<ul style="list-style-type: none"> <li>• Understanding of Color Theory and Various Finish Types (Although On-The-Job Training May Be Provided)</li> </ul>

		<ul style="list-style-type: none"> <li>• Certificate or relevant training in a technical institution as a bonus advantage</li> </ul>
22	Equipment Operators (15)	<ul style="list-style-type: none"> <li>• Hand and foot coordination, operation monitoring, troubleshooting, critical thinking</li> </ul>
23	Electricians (10)	<ul style="list-style-type: none"> <li>• Completion of electrician apprenticeship.</li> <li>• Experience working as an electrician.</li> <li>• High school diploma.</li> <li>• Valid driver's license.</li> <li>• Electrician degree from a technical college.</li> </ul>
24	Plumbers (10)	<ul style="list-style-type: none"> <li>• Working experience of 2-5 years in plumbing</li> <li>• Relevant certificate or training in plumbing as an added advantage</li> </ul>
25	Drivers (10)	<ul style="list-style-type: none"> <li>• A valid driver's license.</li> <li>• 2-5 years driving experience.</li> <li>• Minimum of High school certificate and diploma.</li> </ul>
26	Casual Laborers/Helpers (300)	<ul style="list-style-type: none"> <li>• A <b>construction laborer</b> or <b>construction</b> worker does physical <b>labor</b> on <b>construction</b> sites.</li> </ul>
27	Procurement Officer (02)	<ul style="list-style-type: none"> <li>• Bachelor' degree in Procurement or equivalent</li> <li>• Minimum 2 years' experience as a procurement officer or related position</li> </ul>
28	Head of Finance (01)	<ul style="list-style-type: none"> <li>• 5 years' experience in a senior financial managerial position with a proven record of success</li> <li>• Bachelor's Degree in Accounting, Finance, or related field (MBA preferred)</li> <li>• Professional accounting qualification such as CA or CPA</li> </ul>
29	Planning Manager (01)	<ul style="list-style-type: none"> <li>• Bachelor's Degree in relevant fields</li> <li>• 3-5 years working experience as planning manager in the construction industry</li> </ul>
30	Construction Lab Engineer/Technician (01)	<ul style="list-style-type: none"> <li>• • Bachelor's Degree in laboratory work</li> <li>• 2-3 years working experience in equivalent field</li> </ul>
31	Shuttering Carpenters (250)	<ul style="list-style-type: none"> <li>• Minimum working experience of 2-5 years as a shuttering carpenter</li> </ul>

		<ul style="list-style-type: none"><li>• Certificate or training in carpentry or relevant field as an added advantage</li></ul>
32	Store Keeper (02)	<ul style="list-style-type: none"><li>• Minimum of a diploma qualification or equivalent to that field.</li><li>• Prior experience in retail, preferably in a management position, would be advantageous.</li></ul>
33	Auditor (01)	<ul style="list-style-type: none"><li>• Bachelor's degree in a related field, such as Accounting, Finance, Computer Science, or Business.</li><li>• 2+ years of experience in a relevant field is generally required.</li></ul>

## **JOB DESCRIPTION**

### **PROJECT MANAGER (2)**

- **Planning Project Resources:** A project can begin and certainly is designed to fail if there first wasn't a plan devised to see it through, on time and within budget. The project manager's first role is making a feasible plan that achieves the goals and objectives of the project and aligns with the organization's overall business strategy. This is not only a blueprint with which to run the project, but a critical part of the pitch to get approval for the project. Part of the plan is defining the project's scope and determining what resources are available, estimating time and financial commitment, as well as how to monitor and report on the project's progress.
- **Assembling and Leading Project Team:** Project managers need resources to complete the project tasks, which includes skilled and experienced workers. They need to either take a leadership role with an existing team or create one. Once a team is created, you assign them tasks and deadlines, give them the tools to collaborate and don't get in their way by micromanaging every activity. Meet regularly, of course, and get status updates to chart their progress, while reallocate resources as needed to avoid blocking team members or overburdening them.
- **Time Management:** Time is always ticking towards the project deadline. While communication is key to address changes and make sure everyone is doing what they need to do when they need to do it, the project manager must also define, schedule and accurately estimate the task duration to develop and maintain a realistic schedule.
- **Budget:** Nothing is going to get done without money. Figuring out what the proper funding for the project is, having that get accepted and then keeping the project within or under that figure is often what makes or breaks a project. You can get your stakeholder their deliverables on time, but if that cost more than the budget you created, then the project is a failure. Making an accurate estimate is only the first part. Next, you must monitor the actual spend as compared to the planned budget. If those figures are off, you must adjust accordingly.
- **Quality and Satisfaction:** These are two major hurdles to clear. You want to deliver to your stakeholders what they expected or better and make sure that they're satisfied with the results. But that doesn't mean ignoring them to focus solely on the project. Rather, you need to be in constant communications with them, reporting on progress and being open to their feedback to keep them happy and coming back to you with future projects.
- **Manage Issues and Risk:** Problems will inevitably arise in a project. That's called an issue. You need to be ready for them and work towards resolving them quickly, so as they don't take your project off-track. Then there are risks, which are potential problems, ones that have yet to occur or might not ever. Regardless, you must figure out beforehand what the risks are and set in place a plan of action if they in fact occur.

- **Monitoring Progress:** To make sure a project is progressing as planned, you must constantly measure it and compare those metrics against the plan you created. Therefore, you must have a way to collect project data, such as status reports from your team, to see if the actual progress of the project is meeting what you had initially planned. Things are going to change along the way, and you're going to have to adjust or reallocate resources to accommodate these changes. If you're not monitoring this, you're managing in the dark.
- **Reporting and Documentation:** Reporting is one of ways you communicate with your team and stakeholders. While teams need more detailed information and stakeholders are looking for broader data to check the project's progress, both are essential tasks for the project manager. This documentation, along with all paperwork, must be collected, signed off on and archived by the end of a project, which provides a history that you can revisit when planning for a similar project in the future.

### **MINIMUM REQUIREMENTS**

- High school diploma or similar.
- Bachelor's degree in Construction, or Engineering preferable.
- Experience in the construction industry required.
- Experience in a leadership role recommended.
- Valid driver's license.
- Excellent written and verbal communication skills.
- Ability to focus and keep calm under pressure.
- Ability to keep track of multiple projects.

### **CONSTRUCTION SUPERVISOR (20)**

Ensure a consistently high standard of work is produced in accordance with specification and quality standards through regular quality inspections with sub-contractors.

- Direct and supervise day to day operations of sub-contractors ensuring appliance of common operational procedures.
- Ensure material requisitions are issued in adequate time to achieve the Construction Programme.
- Schedule, control and monitor all plant and materials on a weekly basis.
- Ensure all work is completed to programme.
- Fulfill the role of Temporary Works Co-Coordinator when required.



- Liaise with Contracts Manager/Project Manager, Site Manager/Agent, and Contract Surveyor regarding cost control, waste management, variations and confirmation of instructions.
- Carrying out safety inspections and fulfilling the health, safety and welfare responsibilities as detailed in the Company's Policy and in compliance with the labor laws.
- Maintain quality and environmental control procedures in accordance with the law.
- Create and maintain good relations with clients, design teams and neighbors as well as any other stakeholders.
- Maintain comprehensive and accurate records of own activity related to projects on Gateway to enable traceability.
- Fulfill the role of Mentor as and when required.
- Control and monitor site waste in accordance with the Company's Site Waste Minimization and Management policy.
- Maintain positive relations with clients, design teams and neighbors
- Continually develop knowledge of innovative construction techniques and products to enhance the business and fulfill company CPD requirements.
- Contribute to the Company's Corporate Social Responsibility initiatives.

### **QUALITY ASSURANCE MANAGER (1)**

- Determining, negotiating and agreeing on in-house quality procedures, standards and specifications
- Assessing customer requirements and ensuring that these are met
- Setting customer service standards
- Specifying quality requirements of raw materials with suppliers
- Investigating and setting standards for quality and health and safety
- Ensuring that manufacturing processes comply with standards at both national and international level
- Working with operating staff to establish procedures, standards, systems and procedures
- Writing management and technical reports and customers' charters
- Determining training needs
- Acting as a catalyst for change and improvement in performance and quality
- Directing objectives to maximise profitability
- Recording, analysing and distributing statistical information
- Monitoring performance
- Supervising technical or laboratory staff.

## **MINIMUM REQUIREMENTS**

- 12+ years' experience as a Superintendent, in concrete construction.
- 5+ years in hands-on concrete, steel and/or roofing trades work on commercial construction sites.
- Supervisory ability and experience in multiple construction trades.
- Years of coaching experience in construction trades.
- Confident and respectful in speaking truth to senior decision makers.
- Proficient in meeting team deadlines and managing team schedules.
- Proficient in site layout.
- Experienced in managing materials and coordinating supply chain deliveries.
- Proficient in Microsoft Windows Office software (Word, Excel, Project).
- **Knowledge of PlanGrid software.**
- **Knowledge of BlueBeam or Adobe Acrobat.**
- Ability to effectively and efficiently collaborate with numerous contractors and subcontractors.
- Proficient and successful in project budget management.
- Experience in Apple mobility devices and applications;
- Skilled and effective negotiator;
- Skilled and effective mediator;
- Self-confident, effective presenter to small groups;
- Effective meetings manager;
- Skilled in effectively coaching subordinates to improve their job performances;
- Proficiency in spoken and written English is essential;
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## **QUANTITY SURVEYOR (3)**

- Price/forecast the cost of the different materials needed for the project
- Prepare tender documents, contracts, budgets, bills of quantities and other documentation
- Track changes to the design and/or construction work and adjusting budget projections accordingly
- Procure or agree the services of contractors and/or subcontractors who work on the construction of the project
- Measure and value the work done on site
- Pay subcontractors
- Liaise with the client and other construction professionals, such as site managers, project managers and site engineers
- Select and/or source construction materials
- Write reports

### **MINIMUM REQUIREMENT**

- Numeracy
- Bachelors Degree In Quantity Survey or equivalent.
- A good working knowledge of MS Excel and the ability to learn how to use specialist software
- Excellent relationship-building and interpersonal skills
- The ability to work in a team
- The ability to negotiate
- Attention to detail and a methodical approach to work.

### **ARCHITECTURAL ENGINEER (3)**

Designing, analysing, and altering plans, prototypes or structures.

- Ensuring building plans, prototypes, and structures are operating safely, efficiently, and reliably.
- Assisting team members with project objectives, budgets, and timelines.
- Establishing project goals.
- Identifying and solving problems in building plans, prototypes, and structures.
- Ensuring building systems are functional, reliable, and safe.
- Participating in site visits.
- Testing and evaluating building systems to find problems and improvements.
- Reading, interpreting, and explaining complex technical documents.
- Consulting with clients on building projects.

### **MINIMUM REQUIREMENTS**

- A Bachelor's degree and Master's degree as an added advantage in Architectural Engineering.
- A Professional Engineering license.
- Current knowledge of industry trends, technology, codes, and regulations.
- The ability to diagram designs both manually and with computer-aided drafting.
- Good team working and communication skills.
- Good time management skills.
- An excellent working knowledge of science, mathematics, and engineering principles.
- Strong analytical, critical, and problem-solving skills.

## **CRAFTS MAN JOB (2)**

- Following specifications and calculations to create various technical drawings.
- Preparing both rough sketches and detailed work with cadd systems.
- Performing calculations for materials and weight limitations.
- Communicating with architects and engineers, and incorporating knowledge gained into drawings.
- Preparing, reviewing and redrafting alongside the engineering team.
- Ensuring final designs are compliant with building regulations.
- Identifying and communicating potential design problems to the rest of the team.

## **PROJECT ENGINEER (1)**

Completes engineering projects by organizing and controlling project elements.

- Develops project objectives by reviewing project proposals and plans and conferring with management.
- Determines project responsibilities by identifying project phases and elements, assigning personnel to phases and elements, and reviewing bids from contractors.
- Determines project specifications by studying product design, customer requirements, and performance standards.
- Completes technical studies and prepares cost estimates.
- Confirms product performance by designing and conducting tests.
- Determines project schedule by studying project plan and specifications, calculating time requirements, and sequencing project elements.
- Maintains project schedule by monitoring project progress, coordinating activities, and resolving problems.
- Controls project plan by reviewing design, specifications, and plan, scheduling changes, and recommending actions.
- Controls project costs by approving expenditures and administering contractor contracts.
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.
- Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
- Maintains project data base by writing computer programs; entering and backing up data.

- Maintains product and company reputation by complying with federal and state regulations.
- Contributes to team effort by accomplishing related results as needed.

## **REQUIREMENTS**

- Proven working experience as a project engineer
- Excellent knowledge of design and visualizations software such as AutoCAD
- Advanced MS Office skills
- Ability to work with multiple discipline projects
- Project management and supervision skills
- Decision making ability and leadership skills
- Current engineer license
- Time management and organization skills
- BS degree in Engineering or relevant field

## **MASONS (100)**

Masons' responsibilities can depend on the medium in which they work, but some common duties include:

- Assist in building layout, framing, sheathing, and roofing structures.
- Use equipment and tools to safely perform basic construction tasks.
- Correct any safety hazards and report them to the foreman. Communicate any more serious safety issues.
- Tear down, rebuild, and point chimneys.
- Cut openings into walls, ceilings, and floors constructed of masonry materials.

### **Requirements**

- Ability to use hand tools including tape measure.
- Ability to scale real site conditions into drawings.
- Ability to identify different types of masonry products and understand how they are applied.
- Ability to operate power tools including wet cut saws to trim materials into sizes to fit.
- Ability to work at heights including on scaffolding.
- Ability to lift heavy objects on a continual basis.

## **CONSTRUCTION FOREMAN (20)**

Coordinate tasks according to priorities and plans

- Produce schedules and monitor attendance of crew
- Allocate general and daily responsibilities
- Supervise and train workers and tradespeople
- Ensure manpower and resources are adequate
- Guarantee all safety precautions and quality standards are met
- Supervise the use of machinery and equipment
- Monitor expenditure and ensure it remains within budget
- Resolve problems when they arise
- Report on progress to managers, engineers etc.

### **MINIMUM REQUIREMENT**

- Proven experience as construction foreman
- In-depth knowledge of construction procedures, equipment and OSH guidelines
- Understanding of electrical and hydraulic systems
- Ability to read drawings, plans and blueprints
- Excellent organizational and leadership skills
- Ability to communicate and report effectively
- Aptitude in math
- Problem-solving abilities
- Good physical condition and stamina
- High school diploma or diploma in a skilled trade (electrician, carpenter etc.)
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## **CIVIL ENGINEERS (3)**

- Calculate dimensions, square footage, profile and component specifications, and material quantities, using calculator or computer.
- Draft detailed dimensional drawings and design layouts for projects and to ensure conformance to specifications.
- Analyze proposed site factors and design maps, graphs, tracings, and diagrams to illustrate findings.
- Read and review project blueprints and structural specifications to determine dimensions of structure or system and material requirements.
- Prepare reports and document project activities and data.
- Confer with supervisor to determine project details, such as plan preparation, acceptance testing, and evaluation of field conditions.
- Inspect project site and evaluate contractor work to detect design malfunctions and ensure conformance to design specifications and applicable codes.
- Plan and conduct field surveys to locate new sites and analyze details of project sites.
- Develop plans and estimate costs for installation of systems, utilization of facilities, or construction of structures.

- Report maintenance problems occurring at project site to supervisor and negotiate changes to resolve system conflicts.
- Conduct materials test and analysis, using tools and equipment, and applying engineering knowledge.

### **MINIMUM REQUIREMENTS**

- Proven working experience in civil engineering
- Excellent knowledge of design and visualizations software such as Auto CAD,
- Civil 3D or similar
- Proficiency in site layout, grading, utility design, erosion control, regulatory approvals etc
- Project management and supervision skills
- Strong communication and interpersonal skills
- License of professional engineer
- Strong written and verbal communication skills, excellent business and technical writing
- Strong organizational, problem solving, negotiation and analytical skills.
- Capable of leading teams and managing conflicts
- Ability to work across cultural and organizational boundaries and deliver under pressure
- Experience in working with multiple discipline projects
- Capable of reading drawings and schematics
- Proficient in Microsoft Office suite and internet
- Strong English skills (Reading - Writing - Speaking)

### **THE TECHNICAL OFFICE MANAGER (2)**

Provides technical & administrative information to the others working on a project to ensure that the work complies with all engineering standards, codes, specifications, and design instruction.

- **Key Responsibilities:**
- Supervise and review the preparations of construction method statements with construction personnel.
- Preparing technical and material submittals.
- Planning and maintaining project budget and schedule Planning.
- Attend progress meetings, discuss and suggest technical proposals.
- Take part in the project management review and risk management review.
- Coordinate between the construction and engineering teams ensuring that the construction requirements are conveyed to the engineering teams and that the engineering deliverables satisfy the construction requirements
- Managing the cost analysis and cost control of site activities.

- Coordinate with quantity surveyors or payment appreciations and change orders. - Review subcontractors' invoices.
- Follow-up with subcontractors during negotiations and offer award or subcontract terms, performance and payments.
- Documenting project issues/conditions. - Maintaining organized and detailed project records

### **HEALTH & SAFETY Officer (3)**

#### **Continuous inspection of project sites, to ensure a hazard-free environment**

- Assessment and approval of subcontractor safety plans
- Verification of tools and equipment to ensure good quality
- Promoting safe practices on site
- Creating and enforcing safety guidelines and programs
- Carrying out drills and exercises on managing emergency situations
- Conducting investigations on accidents
- Verifying that all safety reports are submitted to related government institutions.
- Responding to workers' safety concerns
- Manages all communications with government departments in regards of safety
- Arranges OSHA-mandated evaluations of the site
- Coordinates all issues regarding hazardous materials or waste
- Assisting with the preparation of a construction health and safety plan
- Attending project planning meetings and collaborating with construction managers
- Establishing and maintaining health and safety communication structures
- Testing effectiveness of site emergency response plans
- Continuous monitoring of all safety related documents, reports and issues to keep them updated.

#### **MINIMUM REQUIREMENTS**

- Proven experience as **safety officer**
- In depth knowledge of legislation (e.g. OSHA/EPA) and procedures
- Knowledge of potentially hazardous materials or practices
- Experience in writing reports and policies for health and safety
- Familiarity with conducting data analysis and reporting statistics
- Proficient in MS Office; Working knowledge of safety management information systems is a plus
- Outstanding organizational skills
- Diligent with great attention to detail



- Excellent communication skills with the ability to present and explain health and safety topics
- Certificate in occupational health and safety

## **CONSTRUCTING ACCOUNTANT (1)**

Maintain construction files for all paid invoices, draw application for all projects

- Review constructions costs with project manager for payment requests
- Prepare cost and budget reports to ensure better management of the projects
- Manage accounts payable, accounts receivable, and payroll departments
- Review all approved construction invoices and oversee payments
- Execute all of the company's accounts payable procedures
- Record and depreciated all fixed assets
- Generate monthly reports that summarized travel, software development, and other upper management expenses
- Process payroll for the company on a weekly and monthly basis.
- Responsible for tracking and reporting capital and expense spend, auditing requests and payments for compliance, calculating depreciation and interest, and monitoring and closing on-line equipment in the Capital Asset Management System.
- Create journal entries/memos, reconciled system payments, and performed month-end duties.
- Lead the Monthly Construction Accountant's Learning Meeting.

## **MINIMUM REQUIREMENTS**

- Four-year accounting degree and a minimum of 3 years' real estate construction/job cost accounting experience, or an equivalent combination of education and experience.
- Knowledge of construction cost accounting and general accounting.
- Ability to analyze and interpret accounting data and perform quantitative analyses.
- Appropriate skills with MS Office, specifically the ability to structure and apply Microsoft Excel solutions that require pivot and look up features as well as charts and graphs.

## **CASHIERS (2)**

- Managing transactions with customers using cash registers
- Scanning goods and ensuring pricing is accurate
- Collecting payments whether in cash or credit

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

### **MINIMUM REQUIREMENTS**

- Work experience as a retail cashier or in a similar role
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented
- Minimum of a Bachelor's degree in relevant field

### **HR Assistant (2)**

- Maintain digital and electronic records of employees.
- Serve as point of contact with benefit vendors and administrators.
- Assist with the recruitment process by identifying candidates, performing reference checks and issuing **employment** contracts.
- Maintain calendars of **HR** management team.
- **New Hire Application Process**
- **New Employee Orientation**
- **Payroll processing.**
- **Record Maintenance**
- **Vendor Liaison**
- **File Audits**
- **Employee Advocate**
- **Employee Recognition**
- **Clerical Support**

## **MINIMUM REQUIREMENTS**

- Reporting skills
- Bachelor's Degree In Human Resources or relevant field
- Maintaining employee files
- Dependability
- Organization
- Scheduling
- Confidentiality
- 2-5 years working experience in human resource admin or relevant field,preferably in construction industry
- Orienting employees
- Verbal communication
- Teamwork
- Prior experience in human resource roles is preferred
- Familiarity with Microsoft office software a plus

## **SECRETARY (3)**

- Answering calls, taking messages and handling correspondence
- Maintaining diaries and arranging appointments
- Typing, preparing and collating reports
- Filing
- Organising and servicing meetings (producing agendas and taking minutes)
- Managing databases
- Prioritising workloads
- Implementing new procedures and administrative systems
- Liaising with relevant organisations and clients
- Coordinating mail-shots and similar publicity tasks
- Logging or processing bills or expenses
- Acting as a receptionist and/or meeting and greeting clients
- 

## **MINIMUM REQUIREMENT**

- Good communication, customer service and relationship-building skills
- Bachelors degree in secretarial studies or equivalent
- Working experience in related field
- Organization and time management skills
- Attention to detail
- Negotiation skills
- Assertiveness
- Flexibility

- Tact, discretion and diplomacy
- The ability to be proactive and use your initiative: to see what needs doing and to do it
- The ability to use standard software packages (eg Microsoft Office) and to learn bespoke packages if required.

### **RECEPTIONIST (1)**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing and developing the junior administrative team.
- Provide excellent customer service.
- Scheduling appointments.

### **MINIMUM REQUIREMENTS**

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- Bachelor's degree; additional certification in Office Management is a plus

### **OFFICE MESSENGER(1)**

- Pick up and deliver messages, documents, packages, and other items between offices or departments within an establishment or directly to other business concerns, traveling by foot, bicycle, motorcycle, automobile, or public conveyance.
- Clean office spaces, table, chair, equipment daily basis.
- Serve tea and coffee to staffs and volunteers and guests.
- Support admin and finance unit to carry out routine work.
- Support to maintain records in warehouse load and unload materials and equipment.
- Support to keep office equipment in safe places with proper handling.
- Distribute letters, messages following the guidance of seniors.
- Clean clothes, utensils and other official material to ensure its functionalities.
- Maintain toilets and bath rooms clean.
- Support to bring office stationeries, utilities from markets and help to distribute to the concerns as said by logistic staffs.
- Support admin and finance to exchange cheques, make draft, and collect tickets from bus counters.
- Support field activities as and when required.
- Perform other official work as said by seniors.

### **MINIMUM REQUIREMENTS**

Minimum of A Level Certificate;

- Training in Office Practice and Management will be an added advantage
- Ability to speak Basic English Language
- Good physical outlook with excellent interpersonal skills, a pleasant personality
- A good team player
- Flexibility to work outside normal working hours.
- Excellent interpersonal skills, pleasant personality
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### **STEEL FIXERS (200)**

- Steel fixers fit and secure the steel bars and mesh used to reinforce concrete on construction and engineering sites.
- A **Steel Fixer** will install and tie together the **steel** bars and mesh used to strengthen concrete during construction.
- Setting out the work area, following engineering plans.
- Using hand and power tools to cut and bend bars or mesh

- They work on a wide variety of jobs including commercial and industrial developments, multi-stored housing and civil engineering projects like roadwork's, tunnels and bridges
- Read and interpret work drawings and specifications.
- Prepare the work, for instance determine the required materials (quantity, size, etc.).
- Cut and saw steel bars as detail requires.
- Bend steel bars as detail requires.
- Assemble steel bars or steel mesh, e.g. by welding or using a steel fixer's pincer.
- Hoist steel bars, steel mesh and reinforcements into place.
- Connect columns, beams, footings and girders.
- Position and fix reinforcements ready for concrete pour.
- Prepare the concrete, mixing sand, cement and water.
- Pour concrete in the concrete form.
- Maintain a safe and clean environment.

#### **MINIMUM REQUIREMENTS**

- Apprentice trained
- Working experience of 2-5 years in steel fixing
- Certificate or relevant background education in technical training school as an added advantage

#### **TILERS (50)**

- **inspecting the area to be tiled** (e.g. assessing the surface conditions and taking measurements),
- defining the **preparatory work** that needs to be carried out,
- planning the tile layout,
- Calculating the materials required (e.g. number of tiles and amount of adhesive) **estimating the total cost** of the work.
- Apply hard tiles to walls, floors, and other surfaces.
- Install materials on a variety of surfaces, such as floors, walls, ceilings, countertops, patios, and roof decks
- Inspecting surfaces to be tiled
- Providing quotes and estimates (e.g. number of tiles and quantities of materials required, installation time and costs)
- Surface preparation work (e.g. removing old grout and cement and cleaning and levelling surfaces)

- Laying tiles in accordance with tiling plan, cutting tiles where necessary
- Grouting gaps between tiles
- Carrying out finishing work, where necessary

## **MINIMUM REQUIREMENTS**

- Mathematics and measurement skills
- Ability to use tile cutters and other tools of the trade
- Ability to follow specific tiling patterns
- Strong manual skills
- Accuracy, precision and attention to detail
- Strength and stamina
- Eye for design
- Ability to work without supervision
- Certificate or training in technical school for tile fixing as a bonus advantage

## **PAINTERS (10)**

- Smooth and prepare surfaces for painting, including sanding and removing old paint.
- Fill nail holes, cracks, and joints with putty, plaster, or other filler.
- Tape, float, and texture walls and ceilings.
- Select premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colours.
- Paint surfaces, using brushes, spray gun, or paint rollers, and apply paint with cloth, brush, sponge, or fingers to create special effects.
- Stain, seal, and varnish wood surfaces.
- Erect scaffolding or set up ladder to perform tasks above ground level.
- Graffiti removal from the interior and exterior of buildings.
- Glass repair of building windows.
- Pick up and deliver painting supplies to campuses; maintain delivery records.
- Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
- Prepare all painted signs required by the district.
- Receive and complete work orders while maintaining accurate records on material and labor used.
- Maintain inventory of tools and assist with inventory control of materials and equipment.
- Inspect jobs upon completion and ensure areas are clean.
- Work with building principals and supervisors to complete projects.
- Operate tools and equipment according to established safety procedures.

- Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
- Store, handle and dispose of paint, stain, varnish, and other chemicals according to established procedures.
- Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately

### **MINIMUM REQUIREMENTS**

- Understanding of Color Theory and Various Finish Types (Although On-The-Job Training May Be Provided)
- Ability to Climb Ladders
- Ability to Carry Heavy Equipment (Including Painting Tools and Heavy Buckets of Paint); Ability to Stand for Long Periods of Time
- Attention to Detail
- Excellent Communication Skills
- Strong Ability to Follow Directions
- Exceptional Sense of Creativity
- Certificate or relevant training in a technical institution as a bonus advantage

### **EQUIPMENT OPERATORS (15)**

- Capable of operating multiple pieces of construction equipment used in underground construction, base preparation and construction, and paving.
- Operate all heavy equipment in a safe and appropriate manner.
- Perform daily maintenance and safety checks of equipment.
- Conduct pre-operational checks on equipment, and clean, lubricate and refill the equipment as necessary.
- Manoeuvre heavy equipment into loading or unloading positions, following signals from loading crew as needed; check that the vehicle position is correct and any special loading equipment is properly positioned.
- Ensure a sound understanding of the issues involving ground disturbance.
- Use various pieces of equipment to perform fine grading and finishing, sloping and banking, backfilling, demolition, ditching, loading, excavating and stockpiling.
- Operate equipment on public roadways, maintaining proper awareness of one's surroundings.
- Perform routine cleaning and maintenance to ensure smooth operation of the equipment.
- Train new employees in the safe and efficient operation of construction equipment.
- Other construction related duties as required.



- Must ensure a solid understanding of, and comply with the principles of the company's Code of Ethics.
- Must examine situations in light of the principles of the Code of Ethics. Safety
- Promote, execute and adhere to the company's safety program, and encourage all employees, sub-contractors and consultants to adopt safety as a culture.
- Attend daily and weekly safety meetings and inspections.
- Work with Safety Department to investigate damage, incidents or near misses in the worksite, and ensure proper procedures are carried out according to the Company's Safety Program.
- Working a safe, responsible manner to not intentionally or unintentionally injure oneself, or endanger the wellbeing of others.
- Participate as a vital team member, and contribute towards the success of the organization, which may involve the provision of other technical and administrative support, as required.
- Promote a team approach and maintain dialogue with all employees to exchange information and gather ideas.
- Collaborate with any project teams on other special initiatives, as required.

## **MINIMUM REQUIREMENTS**

- Hand and foot coordination: You must coordinate movements of your hands and feet in order to guide very large machinery in tight places.
- Operation Monitoring: You'll have to read gauges, dials, and other indicators, and adjust them as necessary.
- Interpersonal skills and teamwork: You must be able to coordinate your actions with those of other workers on busy construction sites.
- Troubleshooting: Anyone operating heavy equipment should be able to detect and fix operating problems.
- Critical thinking: Your job will require that you identify the strengths and weaknesses of solutions to problems in order to choose the one that is most likely to be successful and cost-effective.

## **ELECTRICIANS (10)**

- Install, maintain and repair electrical control, wiring, and lighting systems.
- Read technical diagrams and blueprints.
- Perform general electrical maintenance.
- Inspect transformers and circuit breakers and other electrical components.
- Perform general electrical maintenance. ... Repair and replace equipment, electrical wiring, or fixtures.

- Troubleshoot electrical issues using appropriate of testing devices.
- Repair and replace equipment, electrical wiring, or fixtures.
- Follow National Electrical Code state and local building regulations.
- Circuit breaker corrective maintenance.
- Good knowledge of heating and air conditioning systems.
- Good knowledge of various test equipment.

### **MINIMUM REQUIREMENTS**

- Completion of electrician apprenticeship.
- Experience working as an electrician.
- High school diploma.
- Valid driver's license.
- Electrician degree from a technical college.
- Deep electrical system, power generation, blueprints and maintenance and repair knowledge.

### **PLUMBERS(10)**

- Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
- Review blueprints and building codes and specifications to determine work details and procedures.
- Prepare written work cost estimates and negotiate contracts.
- Study building plans and inspect structures to assess material and equipment needs, to establish the sequence of pipe installations, and to plan installation around obstructions such as electrical wiring.
- Keep records of assignments and produce detailed work reports.
- Perform complex calculations and planning for special or very large jobs.
- Locate and mark the position of pipe installations, connections, passage holes, and fixtures in structures, using measuring instruments such as rulers and levels.
- Measure, cut, thread, and bend pipe to required angle, using hand and power tools or machines such as pipe cutters, pipe-threading machines, and pipe-bending machines.
- Install pipe assemblies, fittings, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools.
- Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools.
- Hang steel supports from ceiling joists to hold pipes in place.
- Repair and maintain plumbing, replacing defective washers, replacing or mending broken pipes, and opening clogged drains.

- Direct workers engaged in pipe cutting and preassembly and installation of plumbing systems and components.
- Install underground storm, sanitary and water piping systems and extend piping to connect fixtures and plumbing to these systems.
- Clear away debris in a renovation.
- Install oxygen and medical gas in hospitals.
- Use specialized techniques, equipment, or materials, such as performing computer-assisted welding of small pipes, or working with the special piping used in microchip fabrication.

## **MINIMUM REQUIREMENTS**

- Collaborative,
- Problem-Solving and Analytical Skills
- Decision-Making Ability
- Good Listening Skills
- Strong Verbal Communication
- Mechanical and Technical Skills,
- Physical Stamina and Strength
- Working experience of 2-5 years in plumbing
- Relevant certificate or training in plumbing as an added advantage

## **DRIVERS (10)**

- Safely transporting **company** staff as well as various products and materials to and from specified locations in a timely manner.
- Assisting with the loading and offloading of staff luggage, products, and materials.
- Adjusting travel routes to avoid traffic congestion or road **construction**
- Precisely finish all paper work connected with conveyance of merchandize
- Transport products, materials, and staff securely to areas where they are needed
- Guarantee that products and staff are protected and secured
- Ensure timely conveyance of staff and materials to and from places as instructed by supervisor or the manager
- Ensure that vehicles are kept perfect and clean at all times by washing both the inside and outside parts of the vehicle
- Carry out routine checks on vehicles and ensure they are sound
- Recognize electrical and mechanical faults and report to the employer or technician
- Report any instance of mishap or accident to the dispatcher or supervisor

- Perform periodic maintenance on vehicles, such as changing batteries and motor oil at appropriate time, as well as refuelling the car(s).
- Report any case of accident, injury or damage of vehicles to the supervisor or manager
- Keep all records, including receipts for vehicle maintenance
- Keep up a travel log to record areas travelled to, travel time, and work hours
- Perform some other undertakings like shopping, dropping and picking clothing, getting lunch, and running errands
- Pay tolls and other fundamental vehicle demands

## **MINIMUM REQUIREMENTS**

- A valid driver's license.
  - 2-5 years driving experience.
  - Extensive knowledge of the operating area.
  - Physical strength and ability to lift.
  - Excellent organizational and time management skills.
  - Exceptional interpersonal skills.
  - Good verbal communication.
- Minimum Of High school certificate and diploma .

## **CASUAL LABORERS/HELPERS (300)**

- A **construction laborer** or **construction** worker does physical **labor** on **construction** sites.
- They may prepare sites by cleaning them, loading or unloading materials and removing hazards.
- A general **laborer** may also run some types of equipment, or put together and take apart scaffolding and other temporary structures.
- Operate a variety of hand and power tools, including drills, forklifts, skid loaders and other tools as directed by management.
- Clean and prepare construction sites as needed, including erecting scaffolding, removing and properly disposing of debris and waste materials, and digging trenches.
- Shovel materials to and from construction areas, including asphalt and dirt.
- Follow all safety procedures on the job site and report violations immediately to management.
- Maintain a safe and clean job site by handling materials and storing them properly, picking up and removing all tools and equipment when not in use, and securing the job site on a daily basis.
- Load and unload construction supplies from trucks both manually and with the use of equipment.

- Report incidents immediately to safety director, foreman or HR in accordance with incident reporting procedures established by the company.
- Travel out of town to work on remote job sites as directed by management.
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## **PROCUREMENT OFFICER(2)**

Procurement Officer is to oversee purchasing activities and ensure that purchased items are both cost-efficient and of high quality. The Procurement Officer's responsibilities include supervising staff, maintaining positive supplier relations, evaluating supply options, approving purchases, and maintaining accurate records.

### **Tasks and Responsibilities:**

- Requesting and reviewing supplier quotations from a commercial standpoint.
- Processing requisition data
- Periodic negotiation of material rates.
- Expediting and ensuring timely deliveries.
- Maintaining supplier relationships and master data.
- Financial reporting.
- Liaising with project managers to set & maintain budgets.
- Investigation and evaluation of new potential suppliers, recommending those most desirable to senior management.
- Negotiating with partners for the recovery of defect products during the warranty period.
- Estimate and establish cost parameters and budgets for purchases
- Create and maintain good relationships with vendors/suppliers
- Make professional decisions in a fast-paced environment
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Develop plans for purchasing equipment, services, and supplies
- Negotiate the best deal for pricing and supply contracts
- Ensure that the products and supplies are high quality
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development
- Work with team members and procurement
- Following and enforcing the company's procurement policies and procedures.

- Reviewing, comparing, analyzing, and approving products and services to be purchased.

### **MINIMUM REQUIREMENTS**

- Bachelor' degree in Procurement or equivalent
- Solid knowledge and understanding of procurement processes, policy, and systems
- Minimum 2 years' experience as a procurement officer or related position
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Ability to analyze problems and strategize for better solutions
- Ability to negotiate, establish, and administer contracts
- Excellent verbal and written communication skills
- Ability to multitask, prioritize, and manage time efficiently
- Accurate and precise attention to detail
- Ability to work well with management and staff at all levels
- Goal-oriented, organized team player

### **HEAD OF FINANCE (1)**

Head of Finance to supervise all financial tasks of our company and ensure we use capital and resources beneficially.

### **Responsibilities**

- Forecast monthly, quarterly and annual results
- Approve or reject budgets
- creating forecasting models,
- Assessing risk in investments and ensuring all accounting activities comply with regulations.
- Conduct risk management
- Supervise a team of Accountants
- Allocate resources and manage cash flows
- Conduct profit and cost analyses
- Develop secure procedures to maintain confidential information
- Ensure all accounting activities and internal audits comply with financial regulations
- Consult board members about funding options

- Recommend cost-reducing solutions

### **MINIMUM REQUIREMENTS**

- 5 years' experience in a senior financial managerial position with a proven record of success
- Sound decision making skills based on accurate and timely analyses
- Results oriented and metrics driven
- Exceptional time management and able to solve problems
- Exceptional interpersonal communication and leadership skills, with the ability to communicate and manage staff at all levels
- Ability to lead by example and demonstrate a strong sense of integrity, ethics and dependability
- Professional written and oral communication skills
- Confident to present results to an audience
- Strategic thinking, planning and creative problem-solving skills
- Ability to work under pressure
- Ability to collaborate with upper management to organize, plan and achieve company financial goals
- Advanced computer software skills, including Excel and financial reporting software
- Bachelor's Degree in Accounting, Finance, or related field (MBA preferred)
- Professional accounting qualification such as CA or CPA

### **PLANNING MANAGER (1)**

- Project planning, schedule development and maintenance.
- Management of the progress measurement system and reporting set-up and implementation.
- Progress / performance evaluation and reporting.
- Turn-around planning and scheduling and implementation / monitoring.
- Project budget set-up and cost control.
- Tender preparation / adjudication
- Baseline management, resource loading and analysis, progress update and cash flow integration based on earned value methods.
- Establish and define any job oriented project control procedures and identify the level of resources required to operate them.
- Develop in conjunction with the Project Director a suitable Work Breakdown Structure for the project.
- Establish and agree the level and frequency of reporting required by the project.
- Establish and communicate cost and schedule baselines and ensure control mechanisms are in place to monitor performance.
- Review overall project status with the Project Management team and recommend corrective action where necessary.

- Ensure that all cost, planning and document control reports are prepared and issued in accordance with Project Coordination Procedures.
- Liaise with all other Departments at all meetings relevant to project operations and ensure time and cost plans are updated to reflect latest information.

#### **MINIMUM REQUIREMENTS**

- Organizational Ability, Superior Written and Verbal Communication, Adaptability, Responsiveness, Sound Judgment, Active Listening Skills, Research Skills, Analytical Skills, Cooperative, Leadership Ability, Detail-Oriented, Problem Solver, Creative, Ability to Work Independently and as Team, Interpersonal Skills, Multi-Tasking Skills, Innovative, Supervisory Skills, Comfortable Working under Pressure, Understanding of Technical and Legal Matters
- Bachelor's Degree in relevant fields
- 3-5 years working experience as planning manager in the construction industry

### **CONSTRUCTION LAB ENGINEER/Technician (1)**

- The job of a laboratory technician is made up of a wide range of activities including aspects of testing, design and quality control of construction materials.
- Advising clients and civil engineers on construction
- Materials and their application, both in meetings and on construction sites.
- The Laboratory Technician is responsible for testing (Asphalt, Concrete and Soil) and ensuring the quality of raw materials.
- Design, develop and test equipment
- Evaluate and test products
- Adjust, test and repair equipment
- Estimate construction costs
- Prepare drawings
- Perform land surveying
- Plan and oversee the construction

#### **MINIMUM REQUIREMENTS**

- Independence
- Meticulous attention to detail
- Excellent written and oral communication skills
- Good team working skills
- Analytical skills
- Time management
- Bachelor's Degree in laboratory work
- 2-3 years working experience in equivalent field

### **SHUTTERING CARPENTERS (250)**



Is responsible for making shutters and assembling system formwork for structures such as columns, beams, slabs, walls, foundations and other similar structures.

- Concrete formwork, build moulds to retain wet concrete
- Study blueprints and building plans to select and order materials and timber, determine dimensions and assess procedures for installation
- Install structures and fixtures such as windows, stairs and doorframes
- Build concrete forms for tunnels, scaffolding, bridges and other construction projects
- Build tunnel bracing in underground passageways
- Measure, cut, nail and shape materials such as wood, drywall or fiberglass
- Build frameworks such as doorframes or floor joists
- Lay building foundations
- Box up and strip decks, stairs and columns
- Measure, cut, nail and shape parts
- Install subfloors
- Erect framework and roof framing
- Assemble wood to form structures and fittings for installation
- Repair and maintenance of pre-existing fit-outs
- Site set-up prior to excavation, using string & pegs
- Construct bulkheads and assemble partitions
- Install siding and drywall

#### **MINIMUM REQUIREMENT**

- Meticulous, Precise, Artistic, Careful, Craftsmanship, Tools, Construction, Artisan, Detail Work, Design, Woodworking, Metalworking, Installing Fixtures, Concrete Setting (Shuttering), Joining, Plumbing, Roofing, Bricklaying, Painting, Tiling, Plastering, Communication
- Erect & dismantle formwork to suspended slabs, columns, beams & walls
- Minimum working experience of 2-5 years as a shuttering carpenter
- Certificate or training in carpentry or relevant field as an added advantage

#### **STORE KEEPER (2)**

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance & transfer of items as per company policy.
- To follow-up overall inventory management.
- taking physical inventory once a month to cross check with the monthly inventory report.

- Materials receiving and prepared MRR Bin card, SIV issue & reporting of stock. Ensure development and management of materials planning functions, create item specific forecasts over a lead-time to be used for effective and efficient inventory management
- Ensure indents are raised & proper documentation is completed on a timely basis for requisition of items; Responsible for store keeping, documentation & record keeping.
- Maintain receipts, records, and withdrawals of the stockroom
- Receive, unload, and shelve supplies
- Perform other stock-related duties, including returning, packing, pricing, and labeling of materials.
- Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
- Rotate stock and coordinate the disposal of surpluses
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
- Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

#### **MINIMUM REQUIREMENTS**

- Must be organized and punctual.
- Well-presented and professional.
- Minimum of a diploma qualification or equivalent to that field.
- Prior experience in retail, preferably in a management position, would be advantageous.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office.

#### **AUDITOR (1)**

- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation.
- Verifies assets and liabilities by comparing items to documentation.
- Communicates **audit** findings by preparing a final report; discussing findings with auditees.
- Working with companies and government agencies to ensure to research and solve problems and develop policies and procedures that comply with current legislation.
- Analysing, evaluating, developing, and implementing new control systems that optimize operations or utilize new technologies.
- Recording, reviewing, and interpreting data to determine the effectiveness of operations.
- Researching discrepancies, operational problems, or other issue.

- Examining records, reports, receipts, or other documents and comparing them to company assets and liabilities.
- Bringing company strengths and weaknesses to the attention of management and providing advice as they develop responses or fixes for these issues.
- Generating reports and presenting findings to management or other interested parties.
- Maintaining awareness of current industry trends, technology, and developments.
- Handling additional duties and special projects to ensure the business is operating efficiently, effectively, and in compliance with all current regulations.
- Collating, checking and analysing spread sheet data
- Examining company accounts and financial control systems
- Gauging levels of financial risk within organisations
- Checking that financial reports and records are accurate and reliable
- Ensuring that assets are safeguarded
- Identifying if and where processes are not working as they should and advising on changes to be made
- Preparing reports, commentaries and financial statements
- Liaising with managerial staff and presenting findings and recommendations
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with
- Undertaking reviews of wages.

## **MINIMUM REQUIREMENTS**

- Bachelor's degree in a related field, such as Accounting, Finance, Computer Science, or Business.
- 2+ years of experience in a relevant field is generally required.
- Additional distinctions or certifications may be preferred or required.
- In-depth industry knowledge regarding best practices, policies, current regulations, and technology.
- Exceptional research, planning, problem solving, critical thinking, and math skills.
- Excellent presentation, collaboration, and verbal and written communication skills.
- Proficiency with computers, especially bookkeeping or financial software and MS Office.
- High level of efficiency, accuracy, integrity, and attention to detail.

