

Position: Project Officer

Sector: WASH

Reports to: Programs Manager

Location: Kajiado

Project Duration: 5 months (*short-term contract*)

ADRA Kenya is a registered Development and Relief organization in Kenya since 1985, working with children and communities to transform lives, each at a time, while responding to and building their resilience in occurrences of natural disasters such as floods and drought. Currently, ADRA Kenya has programs in the Western, Eastern and Northern parts of Kenya.

As part of the Development interventions in Water Health & Sanitation, ADRA Kenya plans to construct an 8-block toilet (4-door) & bathroom (4-door), at the Kajiado Adventist & Rescue Centre, which hosts girls rescued from FGM, and serves as a day and boarding primary school. The project will enhance the sanitation within the school, and provide a conducive learning environmental.

To achieve this, we are seeking a highly competent and experienced individual for the position of a Project Officer, to oversee the aforementioned construction.

Position Responsibilities

Key Task & Result; Supervision for the Construction of the 8-block of Toilets & Bathrooms as per the Ministry of Public Works and NCA standards.

Responsibilities

- To supervise the construction works including the excavation, foundation, walling and all finishes to the set standards.

- Conduct on-site observation and spot-checks of the construction works.
- Ensure that the contractor complies with the construction standards and materials as specified in the B.o.Q and the contract, and report on any discrepancy.
- Prepare and provide the construction progress reports and any arising issues of concern.
- Serve as the primary contact person for ADRA Kenya, for any matters relating to the construction works, whilst reporting to the Programs Director.
- Liaise with the Ministry of Public Works and Public Health, for all required site and construction inspections.
- Prepare and file all required documentation for the construction works.

Qualifications & Desired Skills:

- Diploma/Bachelor's Degree in Structural Engineering, Building & Construction, or related field from a recognized university/college.
- Minimum of 3 years of verifiable experience in construction supervision.
- Excellent oral and written communication skills.
- Computer proficiency is a must requirement.

Core Values

- Integrity
- Accountability
- Diligence
- Quality

Candidates who meet the above requirements can send their applications (CV and Cover Letter) to jobs@adrakenya.org by July 24, 2018 C.o.B.