

Ministry of Education, National Reconciliation and Information

VACANCY

Clerk of Works

Applications are invited from suitably qualified persons to fill the position of Clerk of Works for:

1. the expansion and rehabilitation of the Campden Park Technical Institute and construction of a retaining wall on site of the Campden Park Technical Institute.
2. Construction of Science Laboratory at the Dr. J.P. Eustace Memorial Secondary School

The Clerk of Works would be employed by the client, working under the direct supervision of the of the Architect, would be responsible for making sure that the work is carried out according to standards, construction drawings and specifications and schedules by:

- Daily supervising all work on site
- Keeping daily records of various aspects of the work
- Compiling weekly reports
- Attending site meetings
- Reviewing contractor's monthly claims
- Observing tests required by contract documents

Qualifications and Experience

Minimum requirements for the position are:

- Certificate, Diploma, and/or extensive knowledge in Construction Management, or Architecture.
- Five years related experience.

General Requirements

- A wide understanding of the building industry.
- Excellent communication skills.
- Accuracy and attention to detail.
- Ability to work well with a variety of staff.
- Good written communication skills.
- Ability to read architectural, structural, mechanical and electrical drawings

Salary

Salary will be commensurate with qualification.

Applications should include career and salary history, a resume of relevant experience, and the names and contact numbers of two (2) referees and should be addressed to:

The Project Coordinator
Ministry of Education Project Implementation Unit
1st Floor, Coreas Hazells Building

Halifax Street
Kingstown
St. Vincent & the Grenadines
Email: pmedubep@vincysurf.com

to reach him no later than May 22, 2019.

The Government reserves the right to withdraw or to re-advertise this position. Only suitable applications will be considered. Applicants will be short-listed and invited to attend interviews