

# Lubaga Hospital



## Employment Opportunities

### ABOUT US

Lubaga Hospital, founded in 1899 (incorporated as Uganda Martyrs Hospital Lubaga) is the second oldest hospital in the country. The facility is a Private-Not-for-Profit Hospital, owned by the Archdiocese of Kampala and accredited by the Uganda Catholic Medical Bureau. The 250-bed capacity hospital offers Out-Patient and Inpatient services. These precisely include: Diagnostic services, Internal medicine, Maternity and Antenatal care, Paediatrics, Surgery, Physiotherapy, Endoscopy, Public Health, Urology, Nephrology & Dialysis, Neurology, Plastic Surgery, and Orthopaedics. The facility also undertakes Clinical Research, and training of Human Resources for Health. Lubaga Hospital is undergoing transformation in accordance with the Strategic Plan in order to meet the aspirations of society and most importantly, to become the health facility of choice in Africa.

In response to the increasing demand for quality health care services, coupled with recent investment in infrastructural development, Lubaga Hospital is seeking to recruit a highly qualified person to fill the position stated herein:

**Job Title:**

**Clerk of Works.**

**Department:**

**Administration.**

**Reports Directly to:**

**Construction committee.**

## MAIN PURPOSE OF THE JOB

Provide technical support to Project Coordination Unit in supervision of construction works at the specialist Centre. The Clerk of Works is expected to check that building plans are being followed correctly and the technical specifications complied with, inspect the workmanship and quality of work at the construction site, monitor compliance with health, safety, environmental and social safeguards on site, and report back to the Hospital Administrator.

## KEY ROLES & RESPONSIBILITIES

1. Carry out a thorough study of the drawings and specifications. He or she will check for errors and discrepancies in the drawings and specifications and report to the Architect.
2. Carry out a thoroughly inspection of materials to be used in the works – e.g. cement specified and storage of the same; steel – type and size, Aggregates if its ballast, grading and cleanliness, sand – free from silt etc.
3. Carry out a thorough inspection of workmanship – Skilled labor force and knowledgeable and experienced site agent and foremen are key to good and acceptable workmanship. The Clerk of Works should be able to detect workmanship and materials that do not conform to the contract standards.
4. Ensure that proper setting out has been done. Levels in relationship to agreed datum points are correct etc.
5. Ensure that Health and Safety regulations are observed on site. e.g. adequate and clean site toilets, bathrooms, safe & clean drinking water, dust masks for those handling cement, chutes for dropping down debris from heights, site cleanliness, barrier tapes to define around excavated areas, warning signs, safety belts for those working at great heights, Safety gear for workers etc.
6. The Clerk of works should witness tests required by the Contract.
7. The Clerk of works should inform the Lead Consultant/Architect of non-conforming works e.g. badly honeycombed columns, deformed concrete works etc.
8. The C.O.W should inform the Lead Consultant/Architect of problems arising and decision required.
9. The C.O.W. must ensure that the Contractor fully understands the drawings.
10. Carry out Detailed reporting and recording – the Clerk of works should keep the Consultants, and Client fully informed on a regular basis. He/She should inform the

lead consultant on decisions required. The Clerk of works records must be very accurate – the Consultants heavily rely on such record.

- The Clerk of Works will also keep a record of the following: -
- Labor force on site.
- Plant and machinery on site.
- Visitors to site.
- Drawings received.
- Deliveries of materials.
- Instructions issued.
- Inspections by consultants.
- Details of significant events.

11. Performs any other duties that may be reasonably assigned from time to time.

#### **EDUCATION & WORKING EXPERIENCE**

- A minimum qualification of an Ordinary Diploma in Building and Civil Engineering or Ordinary Diploma in Architecture from a recognized institution with at least 8 years' experience of which 4 years is in construction supervision of building works at the level of Foreman OR A Higher Diploma in Building and Civil Engineering from a recognized institution with at least 6 years' experience of which 3 years is in construction supervision of building works at the level of Foreman.
- Computer skills
- Excellent team player with strong communication and interpersonal skills.
- Excellent reporting skills.
- Concern for Quality and standard.
- Proven integrity and confidentiality in handling public resources and in executing duties.
- Self-motivated individual with the ability to work with minimum supervision with an eye for detail.

**TERMS OF ENGAGEMENT FOR THE POSITION.**

Two -years (02) employment Contract.

**HOW TO APPLY**

A cover letter with a detailed CV together with 3 references including their contacts and Email address, and copies of all relevant academic documents; and any other information deemed necessary should be delivered to **Uganda Martyrs Hospital Lubaga Human Resource Office/Reception** or sent to the email: **recruitment@lubagahospital.org** by **5.00 p.m. 16<sup>th</sup> September 2022.**

Address to: **The Human Resource Manager, P.O. Box 14130. Kampala.**