



## **CAREER OPPORTUNITY**

KCA University is a dynamic private business university committed to quality service and ethical practices. KCA University seeks to recruit a candidate to fill the following position;

### **CONSTRUCTION MANAGER**

The position holder shall be responsible for overseeing, planning, managing and tracking different types of construction projects from initiation to completion.

#### **Key Responsibilities and Tasks**

- Oversee, manage and direct construction projects from initiation to completion.
- Oversee and co-ordinate Project consultants, contractors, site personnel and other members of the construction team.
- Liaise with the project user departments and provide guidance in defining project scope and budget.
- Develop construction schedules with clear milestones and project deliverables.
- Review and monitor ongoing projects.
- Prepare project status reports.
- Address any grievance or conflicts among site employees.
- Manage, keep and track inventory of KCA University resources such as construction materials, construction tools, equipment, machinery and construction workers.
- Co-ordinate the acquisition of compliance permits and licenses and ensure adherence to the building code regulations.
- Ensure compliance with health and safety standards at the construction projects.
- Ensure compliance with all legal, health and safety regulations are followed throughout the project.

- Train and give feedback to construction workers and contractors.
- Ensure quality construction standards are adhered to.
- Manage and develop a risk mitigation register for the construction projects.

### **Academic Qualifications**

- Masters Degree in Civil Engineering, Architecture, Land Economics, other related field from a recognized institution;
- Project management professional certification or any equivalent qualification is an added advantage

### **Work Experience**

- At least five year's work experience in General Administrations or Operations or construction management in an institution of higher learning or similar work environment.
- Must have supervised employees in general support services

### **Competencies**

- Highly motivated individual, with excellent communication and leadership skills;
- Ability to proactively solve problems in order to avoid crisis;
- Excellent problem solving, analytical and managerial skills;
- Ability to handle a complex workload;
- Excellent knowledge of building permits, legal requirements and construction procedure
- Well versed with construction and project management software

### **How to Apply**

Interested candidates who meet the above requirements should submit an application letter indicating current and desired salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and iTax certificate via email to [hrjobs@kcau.ac.ke](mailto:hrjobs@kcau.ac.ke) by 14<sup>th</sup> August 2023.

Only shortlisted candidates will be contacted.

The subject of your email should read: **CONSTRUCTION MANAGER**

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