



JOB DESCRIPTIONS (4TH FEBRUARY, 2020)

Kenyatta University Teaching, Referral and Research Hospital (KUTRRH) is a new State Corporation registered under Legal Notice Number 4 of the State Corporations Act Cap 446 of 25th January 2019 as a Level 6 Tertiary Hospital and is now operational offering specialized referral services in Accident & Emergency, Oncology, Renal, Trauma & Orthopaedics.

The Hospital is seeking to recruit the following professionals on a two-year contract, for the proposed Integrated Molecular Imaging Centre. The imaging centre will be the first of its kind in the country and the region and will position the hospital as a Centre of excellence offering the whole spectrum of Oncology diagnosis and treatment in Kenya and the region.

The candidates sought are expected to be highly transformative and dynamic, self-driven individuals with a high degree of integrity, result oriented, demonstrable professionalism, competence and impeccable capability.

1. ARCHITECT - REF. KUTRRH/ARCH/303

The Architect shall be part of a team responsible for leading in the construction of an Integrated Molecular Imaging Center involving the construction of the building infrastructure as well as the installation of highly specialized systems and equipment. The Architect shall be part of the team responsible for the supervision of the project construction to completion.

KEY DUTIES AND RESPONSIBILITIES

- i. Carrying out site planning and development to ensure that the project complies with zoning, environmental, and safety requirements, including regulatory and legislative requirements of both county and national Governments.
- ii. Ensuring adherence to building standards and throughout the project, the project architect will also conduct site visits and reviews to ensure that these standards are upheld and correctly implemented at all stages of construction.
- iii. Oversee and participate in development of production information to ensure that the contractors have all information necessary to build at the time of project award.
- iv. Prepare and make presentations to relevant stakeholders including management, Directors and other staff
- v. Participation in project review meetings



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- vi. Collaborating with other construction professionals in the project implementation

Qualifications Knowledge and Skills

- a) Minimum level of academic qualifications required to perform effectively in the role:
- Bachelor's Degree in Architecture from a recognized university.
- b) Professional qualifications and Compliance required to effectively perform in the role:
- Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya or any other Professional Architects Registration Board in the country of current residence
 - Member of the Architectural Association of Kenya (AAK) or any other Professional Association.
- c) Software Skills and Experience
- Proficient in use of the following software: Autodesk REVIT and BIM360 Design, AutoCAD, Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, MS Project, SharePoint & OneDrive).
 - Experience in Sketch Up will be an added advantage.
- d) Minimum level of experience and knowledge required for the job:
- Minimum 5 years post registration experience as an architect in a busy consulting office or institution.
 - Extensive experience in planning, design and construction supervision of projects.
 - An in-depth understanding of construction procedures and project management principles
- e) Soft skills required for the Job:
- Communication skills
 - Writing and presentation skills
 - Creative thinking skills and ability to solve problems
 - Organizational skills
 - Leadership skills
 - Observation skills
 - Analytical skills



2. QUANTITY SURVEYOR - REF. KUTRRH/QS/304

Job Summary

The Quantity Surveyor shall be part of a team responsible for leading in the construction of an Integrated Molecular Imaging Center involving the construction of the building infrastructure as well as the installation of highly specialized systems and equipment. The Quantity Surveyor shall be responsible for managing all aspects of the contractual and financial side of the project, including managing the cost and helping to ensure that the project is completed within its projected budget

Key Duties and Responsibilities:

- Review the draft designs and drawing from the Architect and give cost estimates.
- Give cost estimates for the detailed final drawings and designs, including mechanical, electrical, and structural from the Architect.
- Preparing tender and contract documents, including bills of quantities in liaison with the building and engineering consultants.
- Participate in tender evaluation before contract award.
- Participate in site handover to the contractors.
- Participate in the daily, weekly and Monthly Projects progress meetings and advise on areas at risk.
- Monitor the Project as it progresses and advise the Project Manager and Management Committee on adherence to quantities and quality of materials and any cost changes anticipated.
- Assess completed work and prepare a report including costing to ensure the Hospital does not over pay against a certificate. This report will be timeously issued to the Project Manager.
- Participate in negotiations between the Hospital and the Contractor on any arising cost disputes.
- Participate in the handover of the Project from Contractor to the Hospital upon completion.
- Carry out any other duty as may be assigned from time to time.



Qualifications Knowledge and Skills

- a) Minimum level of academic qualifications required to perform effectively in the role:
 - Bachelor's Degree in Quantity Surveying or equivalent from a recognized University.
- b) Professional qualifications and Compliance required to effectively perform in the role:
 - Registration with the Board of Registration of Architects and Quantity Surveyors of Kenya or any other Professional Architects Registration Board in the country of current residence
 - Member of the Institute of Quantity Surveyors of Kenya (IQSK)
- c) Software Skills and Experience
 - Skilled at 3D Impressions and AutoCAD designs.
 - Computer knowledge in Microsoft programs.
- d) Minimum level of experience and knowledge required for the job:
 - Minimum 5 years post registration experience as a Quantity Surveyor in a busy consulting office or institution.
 - In-depth understanding of construction, materials, pricing, and industry standards and practices.
 - Experienced at compiling and following strict budgets; strong estimating and financial analysis skills.
 - Highly skilled person with an eye for details and quality
 - Forward planning capability
 - Ability to read architectural drawings and have an appreciation of construction processes
 - Numeracy skills to handle the financial and mathematical demands of the role.
 - A thorough technical understanding of building construction methods
- e) Soft skills required for the Job:
 - Communication skills
 - Writing and presentation skills
 - Creative thinking skills and ability to solve problems
 - Organizational skills
 - Leadership skills
 - Observation skills
 - Analytical skills



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HOW TO APPLY

If your background and competencies match the specifications of any of the posts above, please apply online via www.kutrrh.go.ke/careersportal or send hard copies of your *Application Letter*, *Curriculum Vitae* and *Filled Application Form* addressed to:

The Chief Executive Officer
Kenyatta University Teaching, Referral & Research Hospital
P.O. Box 7674 – 00100 GPO
Nairobi Kenya

For all applications please indicate the subject as follows: -

JOB APPLICATION – [JOB/ CADRE REFERENCE NUMBER]

The deadline for the receipt of all applications is **Tuesday 25th February 2020**.

Detailed job descriptions can be accessed on the KUTRRH careers' portal on the website www.kutrrh.go.ke

Persons living with Disability, Women, Youth, persons from minority and/ or marginalized groups who meet the requirements of the advertised positions are encouraged to apply.

Only shortlisted candidates will be invited for interviews.

All shortlisted candidates **MUST** fulfil the requirements of chapter six of the Constitution of Kenya 2010, and will be required to produce the following documents;

- Certificate of good conduct from the Directorate of Criminal Investigations
- Clearance Certificate from the Higher Education Loans Board (for graduates only)
- Tax Compliance Certificate from the KRA
- Clearance from Ethics & Anti-Corruption Commission
- A Clearance Certificate from an approved Credit Reference Bureau

Please take note that all communication to potential candidates is specifically through the following email address: recruitment@kutrrh.go.ke

Please note that any form of canvassing will lead to immediate disqualification.

KUTRRH IS AN EQUAL OPPORTUNITY EMPLOYER