



Kenyatta University Teaching, Referral & Research Hospital (KUTRRH)
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JOB DESCRIPTIONS

Kenyatta University Teaching Referral and Research Hospital is in the process of constructing an Integrated Molecular Imaging Centre (IMIC) and intends to fill the following positions for the project team on a **fixed term contract**.

1. PROJECT MANAGER - KUTRRH/IMIC/DCSAPM/236– 1 POST

Position Description

The Project Manager shall be responsible for leading the team in the construction of the Integrated Molecular Imaging Center involving the construction of the infrastructure as well as the installation of specialized equipment; Oversee the development of the project implementation plan and all other aspects of the project to ensure completion on time and within budget and scope.

Job Responsibilities

- i. Develop a detailed project plan to monitor and track progress of the project
- ii. Obtain necessary permits, approvals, and other regulatory prerequisites to the project
- iii. Ensure compliance with legal requirements, building and safety codes, and other regulations.
- iv. Collaborate with architects, engineers, and other construction specialists to ensure that the project adheres to the specifications and set standards.
- v. Plan for the resources needed to complete the project and coordinate the utilization of the said resources
- vi. Convene, Coordinate and conduct site meetings
- vii. Create and maintain comprehensive project documentation
- viii. Provide direction over contractors and subcontractors
- ix. Manage construction schedule and activities
- x. Oversee the construction phase of the project including chairing of site meetings and inspections and ensuring quality control policies and measure in place are adhered to
- xi. Issue progress updates as needed regarding costs and timelines
- xii. Manage changes to the project scope, project schedule and project costs using appropriate verification techniques and issue progress updates as needed regarding costs and timelines.
- xiii. Measure project performance using appropriate tools and techniques
- xiv. Preparing, maintaining and monitoring Project Master Schedule
- xv. Ensure that all construction management documents necessary in the project including Architects Instructions, RFI Responses and Payment Certificates are well documented and issued in a timely manner.

Minimum Qualifications

- i. Bachelor's Degree in appropriate field of study
- ii. 10 years working experience, 5 of which shall be in project management
- iii. Excellent client-facing and internal communication skills
- iv. Excellent written and verbal communication skills
- v. Solid organizational skills including attention to detail and multitasking skills
- vi. Strong working knowledge of Microsoft Office



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- vii. Project Management Professional (PMP) / PRINCE II certification is a plus

Top Skills & Proficiencies

- i. Planning and Analytical skills
- ii. Developing and Tracking Budgets
- iii. Meticulous eye for details
- iv. Supervision
- v. Project Management
- vi. Management
- vii. Process Improvement
- viii. Performance Management
- ix. Problem solving
- x. Communication

2. CLERK OF WORKS – KUTRRH/IMIC/DCSACW/237 – 1 POST

Position Description

The clerk of works will be the construction supervisor and will oversee the builders works including supervision of personnel and the quality of works.

Job Responsibilities

- i. Responsible for quality assurance of building works.
- ii. Monitoring and inspecting work of the construction for assigned project on behalf of the KUTRRH
- iii. Checking all critical stages to ensure that the quality meets both the specification and the expectation of the end user as well as timelines.
- iv. Ensuring contract compliance by the contractor, conducting tests specified in the contract, ensuring materials/equipment used are as specified in the contract, and report any deficiencies to Project Manager, Architect, and Contractor.
- v. Auditing workforce attendance if required.
- vi. Providing reports on all on-site matters, including those on third-party inspections, progress, safety concerns, and causes for delay
- vii. Maintaining job-site files, documents, reports, and daily log; prepare periodic reports for Project Manager and Architect as required
- viii. Any other duties that may be assigned by the immediate supervisor.

Minimum Qualifications

- i. Diploma in Civil/Structural Engineering/Building and Construction from a recognized institution.
- ii. Six (6) years' experience in Building and construction work.
- iii. Possess an understanding of engineering, architectural, and other construction drawings as well as building methods and elements of strong projects analytics.
- iv. Experience in construction of a recognized hospital will be an added advantage
- v. Proven track record in running projects
- vi. Personal Attributes:



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- High level of motivation, integrity, commitment and professional responsibility.
- Excellent communication, organization and presentation skills.
- Decisive individual with ability to think analytically, creatively and rapidly address challenges on site.

3. CONSTRUCTION FOREMAN – KUTRRH/IMIC/DCSACF/238 – 2 POSTS

Position Description

The **construction foreman will be the** point of contact between the construction workers and supervisors, while coordinating tasks for the day-to-day operations at the site, creating schedules for workers and ensuring good workmanship of the construction activities carried out by masons and other workers.

Job Responsibilities

- Locate, measure, and mark site locations
- Inspect work progress & standards to verify compliance to specifications all the time.
- Directly supervise casual laborers.
- Coordinate construction tasks according to priorities and plans.

Minimum Qualifications

- Must have a minimum of a Diploma in Civil/Structural/Building Construction from a recognised institution.
- 4 years' experience in Building and Civil Works
- Successfully worked and completed building projects with reputable Contractors or institutions
- Knowledge of modern form work systems, concrete technology and supervision of steelworks
- Ability to inspect and manage quality of work at site.
- Ability to manage a team and coordinate resources.

4. MASONS – KUTRRH/IMIC/DCSAMS/239 – 15 POSTS

Position Description

The mason shall be involved in the cutting, dressing and laying of building materials like brick and concrete and construction of structures for a new building. They shall be expected to read and assess technical drawings and work with various building materials from the laying of materials to finishes.

Job Responsibilities

- Helping hand in construction work.
- Laying blocks or bricks following blueprints, plans, or drawings
- Determining work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings
- Laying out work using chalk lines, measuring tapes, plumb bobs, tapes, squares, and levels
- Mixing cement using hoes, cement-mixing equipment, and/or hand tools



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- vi. Cutting of blocks/ bricks and concrete using hammers, powered abrasive saws, paving breakers, drills, and/or hand tools.
- vii. Molds expansion joints and edges using edging tools, jointers, and straightedge
- viii. Prepares surfaces prior to beginning work
- ix. Fabricates, alters, repairs, and maintains walls, sidewalks, floors, bathroom showers, sink counters, partitions, manholes, and other related structures or surfaces.
- x. Determines work requirements and sequence of masonry/tile assignments through review of work orders, plans, or drawings.
- xi. Molding expansion joints and edges using edging tools, jointers, and straightedge

Minimum Qualifications

- i. Must have attained a minimum of D (plain) in KCSE.
- ii. Trade test Grade I, II or III
- iii. Served in the Scale of Artisan I for a minimum period of three (3) years;
- iv. Shown merit, integrity and ability as reflected in work performance and results.
- v. Experience in construction sites
- vi. Good communication skills
- vii. Ready to work under strict deadlines
- viii. Trade test Grade I, II or III

5. STEEL FIXERS – KUTRRH/IMIC/DCSASF/240 - 8 POSTS

Position Description

The Steel Fixer shall install and tie together the steel bars and mesh used to strengthen concrete during construction of a new building.

Job Responsibilities

- i. Set out the work area using site plans
- ii. Cut and bend bars or mesh
- iii. Tying rebar together with wire, clips or welds to build up sections
- iv. Fitting spacers and supports
- v. Fixing the wooden formwork and shuttering used to hold setting concrete in place
- vi. Fixing steel to concrete bases
- vii. Installing beams and pre-cast slabs

Minimum Qualifications

- i. Must have attained a minimum of D (plain) in KCSE
- ii. Government Trade Test is an added advantage
- iii. Must have a minimum of 2 years' relevant experience in steel fixing
- iv. Must have experience of tying reinforced steel
- v. Preference will be given to candidates who have previous experience within a precast concrete or construction environment.



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- vi. Have the ability to understand technical drawings

6. WELDER/FITTER – KUTRRH/IMIC/DCSA/WF/241 – 4 POSTS

Position Description

The Welder/Fitter shall be involved in fit- out and fabrication of metal components to assemble structures, using knowledge of welding techniques, metallurgy, and engineering requirements.

Job Responsibilities

- i. Perform various welding duties using Gas, Arc, Mig and Tig welding techniques.
- ii. Weld steel components, including armour plates, with welding equipment as specified by procedures, layouts, diagrams, work orders, or oral instructions. Welds range from simple tacks to complex welds, performed in varying positions.
- iii. Work includes set-up, laying out work using fixtures and guides to repair, modify, or fabricate parts and/or equipment products.
- iv. Operate and/or use related equipment and tools which include forklifts, hoists, slings, grinders (portable & bench), cutting torches, hand tools, drills, punches, a tape measure.
- v. Perform or assist in other assigned duties as qualified.
- vi. Conduct research, develop, implement and evaluate new analytical technology and techniques of new instrumentation or imaging techniques and write reports, and advise the on the same in the hospital.
- vii. Conduct research and training and updating nuclear diagnosis and treatment healthcare, scientific and technical staff, interns and students in the hospital.

Minimum Qualifications

- i. Trade Test/Certificate in technical field.
- ii. Minimum of at least 4 years welding experience in steel work fabrication.
- iii. Must be comfortable with various welding duties using Gas, Arc, Mig and Tig welding.

7. PAINTERS - KUTRRH/IMIC/DCSAPT/242 – 6 POSTS

Position Description

The painter shall be involved in preparation of surfaces like walls and other structures by use of appropriate tools and materials, preparation and mixing of paints as well as applying the paints by use of most ideal processes as per industrial standards.

Job Responsibilities

- i. Preparing surrounding surface, tapping off areas needed and painting walls, equipment, buildings, and other structural surfaces
- ii. Maintaining painting tools and equipment such as brushes, rollers and spray guns.
- iii. Repairing and removing old paint to prepare surface prior to painting.



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- iv. Mixing and matching of colors or oils based on the requirement to obtain desired colour or consistency.
- v. Supporting in choosing and purchasing paint, brushes, and other supplies from vendors
- vi. Calculating the amount of materials required

Minimum Qualifications

- i. A minimum of Certificate in Painting
- ii.
- iii. At least 2 years' experience
- iv. Knowledge of Colour Theory and Various Finish Types
- v. Attention to Detail

8. CARPENTERS - KUTRRH/IMIC/DCSACRP/244 – 8 POSTS

Position Description:

The Carpenter shall be involved in cutting, fabrication and installation of wooden and other joinery and carpentry structures according to specifications. The job shall entail working with diverse materials and fittings to produce steady and functional infrastructure and products. The ideal candidate will also have good knowledge of wood properties and other carpentry materials.

Job Responsibilities

- i. Fixing, PVC, wooden and carpet floors.
- ii. Fabrication of partitions,
- iii. Construction of wooden structures and fences
- iv. Operating woodworking machines for planing and splitting in preparing materials in the workshop.
- v. Carrying out joinery works and repairs.
- vi. Making and repair of furniture, lockers, and shelves.
- vii. Make and repair all doors, door frames, Roof Trusses and Roof leakages
- viii. Erecting formworks
- ix. Perform any other relevant duties as may be assigned by the head of department from time to time

Minimum Qualifications

- i. KCSE Certificate.
- ii. Government Trade Test
- iii. Carpentry apprenticeship program
- iv. At least 4 years working experience as a Carpenter a reputable organization
- v. Knowledge of carpentry and proficiency in carpentry works.

9. PLUMBER - KUTRRH/IMIC/DCSAPLB/245 – 4 POSTS

Position Description



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The Plumber shall carryout the installation of pipes and plumbing fixtures associated with water reticulation system for a new building construction, heating, cooling and sanitation systems in the said building infrastructure.

Job Responsibilities

- i. Review building plans and specifications to determine the construction layout and related materials for plumbing works in the hospital.
- ii. Ensure all installation, repairs and maintenance meet the requirements of the appropriate codes and environmental protection requirements in the hospital.
- iii. Implement all plumbing construction, modification, repair and maintenance assignments by the Mechanical Engineer on buildings and structure in the hospital.
- iv. Change, repair and modify hospital buildings' water, sanitation, heating and cooling storage and piping systems, fittings and appliances to suit end user interests in the hospital.
- v. Identify and requisition the required tools, equipment and materials needed for use in plumbing works in the hospital.
- vi. Locate, identify and mark all points, positions for repairs, reinforcement, connections, modifications and fixtures in the fluid's storage and transmissions in the hospital.
- vii. Perform scheduled general repairs and maintenance service on fluids storage and transmission systems and fixtures in the hospital.
- viii. Ensure that all installation, maintenance and user requirements as specified by the manufacturer of systems and fixtures are met in the hospital.

Minimum Qualifications

- i. Certificate in Plumbing (Grade III)
- ii. At least 2 years' experience
- iii. Certificate in Building Construction is an added advantage.
- iv. In-depth knowledge of maintenance and repairs of plumbing systems
- v. Understanding of the current regulations within the field
- vi. Excellent interpersonal communication skills on a technical level
- vii. Able to work both independently and as part of a team

10. CIVIL AND STRUCTURAL ENGINEER - KUTRRH/IMIC/DCSACSE/247 – 1 POST

Position Description

The Civil and Structural Engineer is involved in engineering design, project costing, project management, and construction supervision.

Job Responsibilities

- i. Preparation and/or modification of Civil/Structural engineering calculations, Civil/Structural engineering plans, design, and layout, Civil/Structural project specifications and civil/Structural engineering portion of project cost estimates



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- ii. Design structures and Structural Capacity of the new project.
- iii. Prepare structural drawings
- iv. Performing structural design and analysis calculations using governing codes and standards, engineering formulas, skills, and experience
- v. Supervise contracts during the project implementation
- vi. Coordinating work with other disciplines such as architectural, mechanical, electrical, etc
- vii. Monitoring and inspection of the construction to ensure compliance with approval conditions, design parameters and industrial standards.
- viii. Co-ordinate and consult with other members of the projects, including Environmental Scientists, Architects, Project Manager, Quantity Surveyors, Mechanical Engineers and Electrical Engineers.
- ix. Preparation and filing of accurate reports of ongoing projects.

Minimum Qualifications

- Be in possession of a Bachelor's Degree in Civil & Structural Engineering from a University recognized in Kenya;
- Be registered with the Engineers Registration Board of Kenya
- Have demonstrated professional competence and administrative ability in the line of duty;
- Must have extensive experience in design and works supervision of structures and associated civil works for at least 5 years.

11. ELECTRICAL ENGINEER - KUTRRH/IMIC/DCSAEE/248 – 1 POST

Position Description

The successful candidate must possess the knowledge and experience in design, planning, coordinating and safely executing electrical engineering works in accordance with the contract documents, schedule and budget.

Job Responsibilities

- i. Interprets plans, specifications, drawings, and documents related to engineering and construction.
- ii. Formulate electrical systems in buildings for efficient use of electricity.
- iii. Prepare electrical system specifications or drawings.
- iv. Calculate and estimate material, equipment, and labor costs for products and overall projects involving electrical systems and use of electrical power.
- v. Assists in the development, review and approval of construction plans, including goals and objectives, work breakdown structure, detailed scope descriptions, detailed schedules, risk management approach, milestone descriptions, budgets and staffing requirements
- vi. Plan layout of electrical systems, including distribution board, wiring and consumer units
- vii. Perform construction site supervision of electrical installations.
- viii. Acts as a subject matter expert regarding electrical engineering activities
- ix. Monitoring all electrical engineering works for the internal team as well as for sub-contractor's activities for quality work and adherence to regulatory and industrial standards.
- x. Assisting the Project Manager to organize testing of material & approval within the electrical scope.
- xi. Submitting of weekly progress reports on electrical works
- xii. Coordinating testing and commissioning of equipment



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xiii. Assisting the QS in carrying out valuation of electrical work done.

Minimum Qualifications

- i. Bachelor's Degree in Electrical and Electronics Engineering from a recognized institution.
- ii. Minimum of 6 years work experience, 3 of which must be in a building services projects.
- iii. Registered with the Engineers Registration Board of Kenya.
- iv. Must have ERC registration with minimum Class C-1.

If your background and competencies match the specifications of any of the posts above, please apply via email to recruitment@kutrrh.go.ke or 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 **Wednesday, 18th March, 2020**.

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.

This advert cancels the earlier one which appeared on 3/03/2020. Those who had applied need not to apply again.

KUTRRH IS AN EQUAL OPPORTUNITY EMPLOYER