



**UNITED REPUBLIC OF TANZANIA**  
**MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY**  
**UNIVERSITY OF DAR ES SALAAM**  
**MKWAWA UNIVERSITY COLLEGE OF EDUCATION**  
**OFFICE OF THE DEPUTY PRINCIPAL – PLANNING, FINANCE AND ADMINISTRATION**



## ADVERTISEMENT FOR HIRING A PROFESSIONAL TO SUPERVISE CONSTRUCTION WORKS UNDER THE HEET PROJECT

**Title:** Clerk of Works

**Job location:** Iringa

### Background of the Project

Higher Education for Economic Transformation (HEET) Project is a five-year project funded by the World Bank through the Ministry of Education, Science and Technology (MoEST) that is expected to be completed in July, 2026. The project is designed to revitalize and expand the capacity of universities to contribute to key areas for innovation, economic development, and institutional relevance to the labour market. This is achieved through substantial investments in state-of-the-art infrastructure that facilitates modern and efficient teaching and research, as well as rigorous training of educators, researchers, and administrators to meet the highest standards.

Mkwawa University College of Education (MUCE) is one of the higher learning institutions in the country that implement the Project. Through this project, MUCE is constructing new infrastructures, rehabilitating its facilities and installing modern digital infrastructure for learning and administration. It is also reviewing its degree programmes by engaging the private sector, improving institutional management and gender-related issues and inclusive education. In addition, the project is supporting capacity building for academic staff at master's and PhD levels and short courses for administrative and technical staff.

### The key priorities of the HEET Project at MUCE are as follows:

- i. Construction or rehabilitation of infrastructure including construction of Science Building, Multimedia and Special Needs Education Building, Students' Hostel, and Physics Laboratory;
- ii. Updating curriculum and introducing innovative pedagogical methodologies;
- iii. Promoting applied research and innovation capacity;
- iv. Building functional linkages with private sector/industry;
- v. Strengthening use of digital technology;
- vi. Promoting self-generated income; and
- vii. Building capacity of academic staff and university leadership.

As a Constituent College of the University of Dar es Salaam, MUCE invites suitably and qualified professionals to indicate their interest in providing support to the implementation of the HEET project by managing and supervising construction works of all the four (4) proposed buildings as stated below.

### Detailed scope of work

MUCE is planning to construct four (4) buildings under the HEET Project. These are:

- i. Students' hostels which will accommodate diverse needs of students and expected to accommodate 300 students;
- ii. Physics Laboratory which is the multi-storey building with the capacity of accommodating 180 students at a time;
- iii. Multimedia and Special Needs building which among other things, will accommodate lecture rooms, offices and resource room for students with special needs; and
- iv. Science building as a multi-storey building will house among other lecture rooms, offices, science workshop and computer laboratories.

The Clerk of Works will provide project infrastructure management and coordination support towards the effective and timely implementation of the constructed works.

### Detailed description of duties

Under the direct supervision of the Manager of Estates and Works Management Unit and the coordination of the HEET Project Coordinator, the Clerk of Works shall provide project management oversight of construction works and coordination to ensure the achievement of Project's objectives and delivery of its outputs. Therefore, a successful candidate is expected to perform the following duties:

- i. Inspection and supervision: Regularly inspect construction work to ensure it meets the specified standards and quality;
- ii. Material verification: Check materials and workmanship to ensure they conform to specifications;
- iii. Testing: Ensure that necessary tests are carried out and that test results are satisfactory;
- iv. Regulatory adherence: Ensure that construction complies with building codes and environmental standards;
- v. Contract compliance: Ensure all works comply with the contract documents, including drawings, specifications and schedules;
- vi. Record keeping: Maintain detailed records of the progress of the works, including photographs, notes and site diaries;
- vii. Reporting: Prepare regular reports on the quality, progress, and compliance of the construction work, highlighting any issues or deviations from the plan;
- viii. Liaison role: Act as the main point of contact between the College, Contractors and other stakeholders on the site;
- ix. Meetings: Attend site meetings to discuss progress, issues and solutions;
- x. Issue resolution: Identify challenges or potential issues early and suggest corrective actions;
- xi. Recommendations: Provide recommendations to improve quality and resolve any disputes or issues on site;
- xii. Schedule adherence: Monitor the progress of the works against the project schedule and ensure deadlines are met;
- xiii. Workmanship: Ensure that all works are carried out to the highest standard of workmanship;
- xiv. Safety standards: Ensure that all works on site adhere to health and safety regulations;
- xv. Risk assessment: Identify potential hazards and ensure that risk assessments are carried out;
- xvi. Financial monitoring: Monitor costs and prevent unnecessary expenses, ensuring that the project stays within the budget;
- xvii. Maintain project calendar; and
- xviii. Perform such other duties as may be assigned from time to time by immediate Supervisor.

### Reporting lines

The Clerk of Works will be supervised by the Manager of Estates and Works Management Unit under the coordination of the College HEET Project Coordinator. The Manager of Estates and Works Management Unit will coordinate the activities of the Clerk of Works, certify the deliverables and manage all contractual responsibilities in keeping with the anticipated results.

### Terms and duration of the employment

The successful applicant will be hired on contract basis from the construction to the Defects Liability Period (DLP). The contract will be one yearly basis and renewable based on performance as per achievement of set targets until the project is finalized.

### Qualifications and experience required

- i. Shall have a minimum of a Bachelor's Degree in Civil Engineering /Architecture/Quantity Surveying/Construction Technology, Building Economics or equivalent qualifications from a recognized institution of higher learning with at least seven (7) years of cumulative practical working experience especially in the construction of buildings;
- ii. Must be registered by the respective Registration Board as a Professional;
- iii. Must have served in a similar capacity or its equivalent in the construction of five (5) projects of similar magnitude and complexity in the last 10 years;
- iv. A clear demonstration with supporting documents of his/her project management abilities in at least three (3) projects of similar magnitude and complexity in the last seven (7) years is an added advantage; and
- v. Possessing Valid Practicing License is an added advantage.

### Specific skills and competencies required

- i. Knowledge of standard building codes and construction.
- ii. Technical knowledge: Extensive knowledge of construction techniques, materials, and legal regulations.
- iii. Organizational skills: Excellent organizational skills to maintain records and manage time effectively.
- iv. Attention to details: High level of attention to details to identify discrepancies or issues.

- v. Communication skills: Strong verbal and written communication skills to effectively report findings and liaise with various stakeholders.
- vi. Strong analytical and evaluating skills with the ability to generate reports.
- vii. Team work skills.
- viii. Leadership skills.
- ix. Problem solving skills: Ability to identify and resolve issues efficiently.
- x. Well-developed interpersonal skills; creativity/innovation skills.
- xi. Proficiency in using the Microsoft Office Suite, especially Excel, Word and Power Point.
- xii. Ability to multi-task and perform well under pressure.

### Key milestones

The successful applicant will be presented with the project milestones for easy monitoring and overseeing its implementation to ensure success. These milestones serve as check points and help tracking progress throughout the construction process.

### Remuneration

Based on the above stated qualifications and experience, a successful applicant will receive an attractive package in accordance with MUCE salary structure. She/he will be provided with equipment and materials required to accomplish the project objectives.

### General instructions

The applicants should provide information demonstrating that they have the required qualifications and relevant experience to perform the work. The following are general instructions to all applicants:

- i. All applicants who have pursued their studies outside the country should attach a letter from the Tanzania Commission for Universities (TCU) certifying the credibility of their training institutions and certificates as well as grades translated into local equivalency; and
- iii. Applicants who were once employed in public service should state the organization they worked with and when they terminated the said service.

### Mode of application

Interested candidates should apply in confidence, enclosing copies of academic certificates, transcripts/testimonials, two current passport size photographs and detailed CV with at least three referees. MUCE is proud to be an equal opportunities employer and is committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. Qualified women applicants are highly encouraged to apply. The interested candidates should send the application to the address mentioned in this call within two weeks from the date of this advertisement.

**Contact address: The Deputy Principal-Planning, Finance and Administration,  
Mkwawa University College of Education (MUCE),  
P.O Box 2513,  
Iringa- Tanzania.**

**E-mail address for response: [principal@muce.ac.tz](mailto:principal@muce.ac.tz)**