



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



**RE - 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, 2028. 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 (CoW) 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. Ensuring that a consistently high standard of quality control and supervision is maintained; monitoring site progress and; preparing and submitting to MUCE Management, observations and recommendations on the compliance to the quality standards highlighting where necessary defects are to be remedied, on an on-going basis.
- ii. The CoW should ensure that the correct materials and workmanship are used and that the Client is given quality work and value for money
- iii. Making visual inspections taking measurements and samples on site to ensure that the work and the materials meet the specifications and quality standards defined by the Employer's Requirements.
- iv. Being the principle point of contact for the MUCE in respect of site quality matters and the resolution of defects in the works under construction.
- v. Attending site meetings necessary to communicate and report upon the management of site quality and the rectification of defects.
- vi. Advise MUCE on statutory requirements.
- vii. Advising the Contractor through the Project Manager/Consultant on specific matters of compliance with the quality standard requirements. This does not extend to providing advice that could be interpreted as an instruction, particularly if this would lead to additional expense.
- viii. This position completely is in the form of field inspections. The incumbent assures the Employer that She/he will be able to: -
  - a. Regularly work within job site including walking over uneven terrains for short distances around the job site.
  - b. Climb and crawl to remote sites through constricted spaces to while accompanying various inspectors from local, state & government agencies
  - c. Stand and walk to maintain and access records and files as necessary
  - d. Tolerate occasional exposure to variable or inclement weather conditions for periods in excess of one hour
  - e. Intermittently sit and work using a computer and telephone, or sit and listen to information for periods in excess of one hour
- ix. Tracks and expedites requests for interpretations requested from the Consultant by Contractor(s) or Inspecting Official(s) from the statutory authority
- x. Prepare and submits weekly reports, monthly reports and anytime as the case may be.
- xi. Keeps a complete set of records at the job sites, including contracts, design plans, change orders, correspondence, conference minutes, shop drawings, product data, samples, color schedules, job rosters, payment requests, Consultant's supplemental instructions and drawings together with construction authorizations, names and addresses and phone and fax numbers of principal Contractors and Subcontractors, etc
- xii. The Clerk of Works shall be responsible for his/her work for the entire period of construction including defect liability period; and
- xiii. 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 Clerk of Works shall prepare and submit report to MUCE Management weekly and monthly reports detailing all activities done, defects and rectification as well as whether the contractor is meeting targets and milestone.

**Terms and duration of the employment**

The assignment shall be completed within a period of fifteen (15) months from the date of signing the contract.

**Qualifications and experience required**

For the candidate to be selected to provide the desired services of the Individual Consultant, he/ she must meet the following minimum criteria:

- i. A degree holder in Construction Management/Building Economics or Quantity Surveying and or any other related field with a proven experience as a Clerk of Works/Construction Manager on construction of building works.
- ii. At least three years' experience in managing building works projects either as a Site Engineer, a Construction Manager or equivalent position;
- iii. Experience in site and contract managements;
- iv. Ability to use Intermediate MS Office skills (to prepare regular reports and presentations including uploading photos).
- v. Be familiar with all relevant legal and statutory requirements in relation to the construction process and matters of compliance relating to the built asset when delivered.

**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.
- xiii. Have good judgment, because s/he may have to decide when to insist on correction, when to persuade or negotiate, and when to compromise

**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:

- i. an attractive package in accordance with MUCE Scheme of Service;
- ii. monthly allowance;
- iii. airtime Allowance;
- iv. transport; and
- v. 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;
- ii. All application letters should be written in English; and
- iii. Only shortlisted candidates will be informed on the date of interview.

**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)

**MWANANCHI**  
'Fikiri Tofauti'

Usipitwe na mambo ya msingi!  
Jisajili kwenye tovuti ya Mwananchi  
na upate habari za uchunguzi  
zilizohaririwa kwa kina



Scan Hapa

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