

## Construction Manager at KCA University (KCAU)

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### Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); KCA University (KCAU) is a private, non-profit institution, founded in July as Kenya College of Accountancy (KCA) by the Institute of Certified Public Accountants of Kenya (ICPAK) to improve the quality of accountancy and financial management training in the country. KCAU is located on Thika Road in Ruaraka, Nairobi, Kenya. The institution also maintains satellite colleges under the School of Professional Programmes in Githunguri, Kericho, Eldoret, Kisumu and Kitengela.

### JOB OBJECTIVE

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

### DUTIES AND RESPONSIBILITIES:

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.

## **Requirements**

### **QUALIFICATIONS AND EXPERIENCE**

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

### **OTHER SKILLS AND 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

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