



Ministry of Education

VACANCY

Applications are invited from suitably qualified persons to fill the position of

CLERK OF WORKS

within the Project and Building Management Unit.

Minimum Qualifications, Experience and Competences

- Education: An associate degree or higher in a relevant field (e.g., Business Administration, Project Management, or Construction Management) is preferred.
- Experience: Minimum of 2 years of experience in a similar administrative or clerical role, preferably within a construction, project management, or facilities management environment.
 - Proficiency in computer applications, including spreadsheets and word processing software.
 - Strong organizational and multitasking abilities.
 - Excellent communication and coordination skills.

Scope of Work / General Duties and Responsibilities:

The Clerk of Work plays a vital role in supporting the Project and Building Management Unit within the Ministry of Education. Reporting directly to the Director of the Project and Building Management Unit, the Clerk is responsible for assisting in workflow management, coordinating logistics, liaising with project officers, scheduling maintenance workers, organizing the collection of materials, and maintaining accurate records of purchase orders.

Specific Responsibilities:

The Clerk of Work is expected to carry out the following:

1. Workflow Assistance:
 - Assist in overseeing and managing the day-to-day operations and workflow within the Project and Building Management Unit.
 - Support the execution of tasks to ensure timely and organized project completion.
2. Coordination with Project Officers:
 - Act as a liaison between the project officers.
 - Facilitate communication and information exchange to ensure alignment of project goals and requirements.

3. Scheduling and Logistics:
 - Assist in coordinating with maintenance workers to schedule their availability and ensure efficient deployment based on project needs.
 - Organize and manage logistical aspects related to project execution and maintenance.
4. Materials Management:
 - Oversee the collection, distribution, and inventory of materials required for projects and maintenance activities.
 - Ensure accurate tracking of materials and address any discrepancies.
5. Record Keeping:
 - Accurately record and track all purchase orders, both incoming and outgoing.
 - Maintain up-to-date records of transactions, inventory, and other relevant documentation.
6. Reporting and Documentation:
 - Prepare and submit regular reports on work progress, material usage, and other relevant metrics to the Director.
 - Ensure that all documentation is complete, accurate, and properly filed.

Personal Attributes

- Professionalism and a strong work ethic.
- Problem-solving skills and a proactive approach.
- Flexibility and adaptability in a dynamic work environment.
- Detail oriented and organized
- Reliable, accurate, and systematic
- Attention to detail and accuracy in record-keeping.
- Ability to work independently and as part of a team.
- Possess good interpersonal skills
- Able to manage different tasks at once

Remuneration

Salary will be commensurate with qualification and experience in accordance with the Civil Service Salary Structures.

Applicants must submit the following documents:

1. A cover letter that
 - outlines your perspective of the post and how you perceive that you are a suitable candidate
 - includes the names and contact information of two references,
2. Resume or Curriculum vitae
3. Certified copies of relevant certificates

Application must be addressed to:

The Permanent Secretary
Ministry of Education, P.O. Box 333, Cayon Street, Basseterre, St. Kitts

The **closing date** for receipt of application is **Friday, 4th October, 2024.**

All applications will be acknowledged. However, only short-listed candidates will be contacted for further consideration.