



Ministry of Education

Job description for Vacancy Notice July 1, 2022

Civil Engineer

- Assists in making projections for the maintenance of Schools and administrative buildings of the Ministry.
- Plan and administer the day to day activities of the Buildings Unit as they relate to set work Programs.
- Prepare estimates for annual budgets relative to repairs to Schools and Ministry's buildings.
- Design and prepare buildings plan for all Schools and Ministry's Building
- Prepare contract documents and examine estimates submitted by contractors.
- Give advice at Tender Board Meetings in relation to the most suitable Contractor.
- Prepare and submit progress reports on the activities, output, limitation, etc.
- Visit schools to ascertain the effectiveness of the work programme of the Unit
- Prepare and manage budgetary allocations for the Maintenance of Schools and Administrative Building.
- Any other related duties.

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Degree in Civil Engineer plus three (3) years relevant experience.

Electrical Engineer

- Must be the holder of a first Degree in Electrical Engineer preferable Credit GPA.
- To manage all Electrical matters for the Ministry of Education.
- Approve all Electrical works for the Ministry of Education.
- Implement system, plans procedure the Ministry should follow.



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- Set out criteria, scope and design for all electrical related works.
- Redesign the electrical code of practice for the Ministry.
- Reports directly to the director.
- Fully knowledgeable on the code of practices for electrical works both internationally and locally.
- Knowledge of ICT related electrical tools.
- Must be knowledgeable on electrical design criteria.
- Advance knowledge on electrical circuits and systems is an asset.

Design Engineer (Civil)

- He/she must be the holder of a first degree in Civil Engineer preferable a distinction GPA and two (2) years' experience
- Must have a command of Engineering structures and its capacity
- Must be knowledgeable on structured design and its allied element whether a column, beam, foundation, slab, stairs, flooring, roof, etc
- Must be knowledgeable at first sight minimum design numbers for any structure element whether a column, beam, foundation, slab, stairs, flooring, roof, etc
- Must be knowledgeable on preparing design reports for every assigned Projects
- Must be Knowledgeable on assessing conditions that will determine the most suitable design based on External factors (winds, soil, people, etc)
- Must be knowledgeable in Office Suite and other key structure tools to aid the design criteria
- Must prepare the design for every project element which will form part of the bid document that will give intended vendors precise idea as to what is required
- Must recommend to the PM of the unit the most suitable design for the existing condition base on survey
- Must be prepared to travel to several Regions to assess, survey and prepare designs for any projects



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- Reports directly to the PM design

Procurement Officer

Qualifications

- Diploma in Accounting, Finance, Business or Public Administration, Business or Public Management or related fields.
- At Least two years' experience in handling procurement related activities in the public sector
- Demonstrated ability to work in teams within a collaborative mode.
- Available for country wide travel when necessary; and
- A high degree of computer literacy including MS Office.

The Ministry of Education will provide the relevant training in Monitoring and Evaluation

EXPENDITURE PLANNING & MANAGEMENT ANALYST

- To assist in the gathering, recording and analysis of information and the maintenance of databases relating to capital expenditures and revenue.
- To assist in the coordination of the Ministry's annual estimates of expenditure.
- To assist in the multi-year planning and other planning activities of the EPMU

Qualifications

- A Degree in Economics/Accounting/Business Studies plus a minimum of six years relevant financial/accounting experience at least two years should be at the level not lower than an Accountant or equivalent grade.