



Job Description

Position Title	Semi-skilled Carpenter (2 Positions)
Faculty Department	Properties, Facilities and Projects Department (PFPD).
Reports to	Supervisor
Position Level	Grade 1 (GSS)
Purpose of the Role	This position is responsible for supporting the Supervisor in carrying out carpentry construction, installation, maintenance, and repair works across SINU facilities. The role involves practical, hands-on carpentry duties, ensuring all work is completed to required standards, while maintaining safety, quality, and efficiency at all times.
Detailed Roles & Responsibilities	
1. Service Delivery	• Assist the supervising Carpenter in the construction, installation, and repair of structures and fixtures made from wood and other materials. • Follow blueprints, drawings, and specifications to meet client requirements. • Measure, cut, and shape wood, plastic, and other materials. • Assemble and join materials with nails, screws, staples, or adhesives. • Install structures and fixtures, such as windows, frames, flooring, and trim. • Inspect and replace damaged framework or other structures and fixtures. • Operate and maintain carpentry tools and equipment.
2. Quality	• Adhere to all safety protocols and guidelines to ensure a safe working environment. • Maintain a clean and organised workspace.

3. Teamwork	• Work collaboratively with supervisors, trades staff, and other team members. • Communicate effectively regarding job progress, issues, and material needs. • Support team efforts to complete projects efficiently and on time.
4. Qualification and Experience	Qualifications: • Certificate in Carpentry and Allied Trades from a recognised institution. • A minimum of five (2-4) years of relevant work experience in carpentry. • Strong written and verbal communication skills. • Basic knowledge of administrative duties. • Proficiency with carpentry tools and techniques. • Attention to detail and strong problem-solving skills. • Ability to work independently and as part of a team. • Commitment to workplace safety and the ability to follow safety protocols. • Reliable and punctual with a strong work ethic.
5. Key Deliverables	• Ensure maintenance of SINU buildings is carried out effectively and promptly. • Identify and repair carpentry faults as they arise. • Maintain and follow a structured work program. • Ensure availability and proper use of materials for timely job completion.
6. Key Selection Criteria (KSCs)	1. Knowledge and Experience in Carpentry Works • Demonstrated experience assisting with carpentry construction, installation, maintenance, and repair works using timber and related materials safely and efficiently.

	2. Ability to Read and Interpret Plans • Ability to understand and follow blueprints, drawings, measurements, and technical instructions accurately. 3. Tools and Equipment Proficiency • Competence in safely operating, maintaining, and caring for hand tools, power tools, and carpentry equipment. 4. Workplace Health, Safety & Quality • Strong understanding of workplace safety practices and commitment to maintaining high-quality workmanship and safe working conditions. 5. Teamwork and Communication • Ability to work cooperatively with others and communicate clearly with supervisors and team members. 6. Physical Fitness and Work Ethic • Ability to perform physically demanding tasks, work in varied environments, and demonstrate reliability, punctuality, and professionalism.
7. Compliance	• Comply with all SINU policies and procedures. • Adhere to Occupational Health and Safety (OHS) requirements. • Follow the SINU Code of Conduct at all times.
8. Terms and condition	This position is offered on a Fixed Term contract of Five (5) Years, Subject to performance review and renewal in accordance with university Policies.

	Annual Salary Range: \$30,294.95-\$41,195.57. Annual Leave Entitlement: 20 working days. Annual Gratuity: 15% of annual basic salary (paid bi- annually). Housing: A 15% housing allowance of basic salary and/or access to university rental policy schemes.
	SECTION H - APPROVAL (Business use only) <i>This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist SINU to achieve its Strategic objectives:</i>  Deputy Director Human Resource: Date Approved: 3rd August 2026 Additional Comments: