

SARAH ONG'WEN

+254 722 210 195

ongwensrh@gmail.com

PROFILE

Passionate Professional with broad expertise in Technology, especially in the area of Civil Engineering, Structural Design, and Project Management.

EDUCATION

Post Grad. Diploma Project Management – Kenya Management Institute June 2010

BSc. Civil Engineering - Jomo Kenyatta University of Agriculture and Technology 2001 – 2007

K.C.S.E - St Albert's Ulanda girls' high school 1996 – 1999

K.C.P.E - Koderobara Primary School 1988 – 1995

PROFESSIONAL EXPERIENCE

Design Manager (PEB) – SAFAL Group (Safal Building Systems Ltd)

Oct 2020 to date

- Approve the design and development of all engineering changes to design software.
- Set up systems that are user friendly to enhance efficiency.
- Test and confirm that design and engineering systems are robust and meet required codes and business needs.
- Train team members to ensure optimized outputs.
- Develop and track departmental KPIs around design efficiency, design & quotation errors, material efficiency etc and suggest plans for continuous improvement.
- Engage with local specifier community (Eng, Arch, PM, QS etc) to get acceptance and accreditation of SBS products and solutions.
- Recommend new product lines and solutions for target markets.

Design In-charge - Steel Structures Kenya Ltd, Nairobi

Jan 2019 to Sep 2020

- Planning and Coordinating with the Designers on the job schedules.
- Overseeing and checking all Design work from all designers - for estimation and detailing.
- Ensuring all Designs are carried out according to the required codes of practice and standard specifications.
- Coordinating with estimation team regarding scope of work for new jobs.
- Running Designs required for costing/estimation.
- Checking the quotations to check if details are correctly captured.
- Running final designs after job confirmation in coordination with Stocks department & Project Coordinators.
- Providing all details including connections design to drawing office for detailing of shop drawings.
- Checking the drawings together with Project Coordinators to ensure all details are captured correctly.
- Generating Design reports & Support reactions for all jobs.
- Advising on all modification works involving Design.
- Coordinating required progress review meetings with the Designers and Estimators.

- Advising Management & Stocks Department on the most commonly used steel profiles in terms of section sizes and material grades for their procurement.

Senior Steel Designer - Steel Structures Kenya Ltd, Nairobi

Aug 2017 – Dec 2019

- Making work Schedules for the Designers.
- Checking designers' work and details.
- Coordinating with estimation team regarding scope of work for new jobs.
- Running Designs required for costing/estimation.
- Checking the quotations to check if details are correctly captured.
- Running final designs after job confirmation in coordination with Stocks department & Project Coordinators.
- Providing all details inducing connections design to drawing office for detailing of shop drawings.
- Checking the drawings together with Project Coordinators to ensure all details are captured correctly.
- Generating Design reports & Support reactions for all jobs.
- Advising on all modification works involving Design.
- Coordinating required progress review meetings with the Designers and Estimators.

Projects Coordinator (Designs) - Steel Structures Kenya Ltd, Nairobi

Feb 2016 – Aug 2017

- Coordinating with Projects Coordinators for the Jobs that require Structural Design.
- Coordinating with estimators on the requirement of a project during estimation.
- Checking quotations to ensure job details are correctly captured.
- Participating in project design meetings and recommend improvements if needed.
- Handling Jobs and Clients as other other Project Coordinators.

Projects Coordinator - Steel Structures Kenya Ltd, Nairobi

Aug 2013 – Jan 2016

- Coordinate with management in developing project scope, plan, deliverables, budget and milestones required in executing assigned projects.
- Plan and coordinate project activities for timely completions.
- Assess potential issues and technical challenges and accordingly develop resolutions.
- Interact with various teams to coordinate project activities.
- Track project progress and ensure all project activities are completed on-time.
- Monitor project schedules regularly to determine any delays or deviations.
- Attend project meetings and follow-up with outstanding tasks.
- Develop project reports for management and clients.
- Analyze and resolve project issues in a timely and accurate manner.
- Oversee project correspondences and prepare and review project related emails, letters, proposals, memos, meeting minutes and other documents.
- Review contract requirements and process invoices in timely manner.

Assistant Projects Coordinator - Steel Structures Kenya Ltd, Nairobi
April 2012 – July 2013

- Carrying out duties assigned by the Projects Coordinator in running projects.
- Explore documentation in order to gain a deep understanding of the project requirements.
- Create and present Projects reports to the Project Manager
- Compiling and tracking projects requirements
- Preparing and submitting quotations for different kinds of work.

Project Engineer & Estimator – Motorways Construction Ltd, Nairobi
Sept 2011 – April 2012

- Ensuring projects are carried out according to the outlined standards and specifications.
- Planning, scheduling, monitoring and evaluation of the construction activities and ensuring that all works are on schedule.
- Monitoring the progress of design development.
- Preparation of comprehensive construction progress reports.
- Offering technical and professional advice where and when necessary, and working with the contractor to ensure the project is delivered as desired.
- Tracking the progress of the project and initiating ways of avoiding delays.

Site Engineer – Pleng (K) Ltd, Nairobi
July 2010 – Sept 2011

- Programming of design and construction activity, including information release to meet overall completion dates.
- Advising on feasibility of construction methodologies and sequencing including assistance with the selection of materials.
- Advising on requirements for pre-construction works, temporary works, mock- ups and testing.
- Managing, planning and controlling the work of trade contractors, including the administration of design approvals and inspections.
- Monitoring and reporting on overall progress, advising on issues related to trade contractor performance and forecasting the impact of design changes or disruption to the progress of works.
- Managing financial aspects of the project, including trade contract valuations, claims and administration of contra-charges.
- Initiating action by the client and project team to mitigate delays or cost overruns.

Clerk Of Works – WISER International, Migori
Nov 2008 – June 2010

- Quality control of construction by ensuring adherence to the design standards and specifications by the contractor.
- Performance of technical tests on materials to be used in the construction.
- Planning, scheduling, monitoring and evaluation of the construction activities and ensuring the contractor's works are on schedule.
- Verifying the contractor's claims for additional works done.
- Review of contractor's work and preparation of performance and interim payment certificates.
- Preparation of comprehensive construction progress reports
- Offering technical and professional advice on behalf of the client and working with the contractor to ensure the project is delivered as desired.

Part Time Assistant Lecturer – Railway Training Institute, Nairobi
Aug 2007 – Nov 2008

- Assisting Lecturers in making lesson plans, stepping in in their absence, administering and marking exams.

SKILLS

★★★★★ Masterseries Design Software
★★★★☆ Prokon Design Software
★★★★☆☆ STAAD Pro Design Software
★★★★☆ AutoCAD
★★★★☆☆ AutoCAD Civil 3D
★★★★★ MS Project
★★★★☆☆ Primavera
★★★★☆☆ Robot Structural Design Software
★★★★☆☆ Tekla Designer & Detailing Software
★★★★☆☆ Tekla Tedds Design Software
★★★★☆☆ FrameCAD Design software

MEMBERSHIPS

Engineers' Registration Board of Kenya – Graduate Engineer

REFEREES

- Andrew Cunningham
andy@wisergirls.org / andrew.wiser@gmail.com
1 919 667 7596
- Eng. Cornel Otieno
cotieno8@gmail.com
+254 737 379 271
- Eng. Rose Namale
+254 724 424 058/ +254 795 727 876
- Danson Raru
+254 722 255 222
- Rajarajeshwari Ryali
+91 83746 96094