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Approved  
7/6/2019



## JOB OPENING

# CONSTRUCTION MANAGER

**Job Title:** Construction Manager  
**Reports to:** Area Coordinator  
**Duty Station:** Maban  
**Deadline:** 27<sup>th</sup> June, 2019

Action Africa Help International (AAH-I), is an international non-profit making agency that implements humanitarian relief, recovery and development projects in Africa. AAH-I seeks a qualified candidate for the position of Construction Manager. He/ She will work under the overall leadership of the Area Coordinator.

### Job Summary:

Management and implementation of construction project activities with particular emphasis on Airstrip and Road projects within Maban Area of Operations

### Duties & Responsibilities

- Produce designs, prepare bill of quantities and materials schedules for the road/airstrip construction activities.
- Assess, implement and monitor road/airstrip construction works in the identified locations and communities
- Supervise the construction sector in accordance with the national labour laws, and the UNHCR rules and regulations
- Assist the Construction manager/Area coordinator in the preparation of budgets
- Prepare weekly inputs to progress/implementation reports
- Supervise and guide the road/airstrip construction contractors and staff team.
- Contract and supervise contractors/sub-contractors.
- Support the construction manager in the tendering process,
- Keep close contact with the construction persons of UNHCR and AAH-I
- Represent the sector in the project towards the clients, other partners, local government administrations and visiting missions.



- Control and ensure that the standard construction procedures and tools are utilized properly
- Monitor activities by using standard monitoring tools to measure regularly (minimum monthly) the project construction performance
- Evaluate on a regular basis the quality and performance by utilizing the standard grid
- Take appropriate action to improve the construction performance in accordance with expected result and available means
- Consult external support and expertise if required under the approval of the Area Coordinator.
- Provide advice and solutions to improve the performance of the construction activities and contribute to the achievement of set goals.

#### **Reporting:**

- Produce and submit to the management periodic activity reports and work plans, a standard construction monitoring report including the relevant analysis
- Produce analysis, documents and reports upon the request of management or partner
- Inform immediately management of any facts that can have serious impact on the construction activities

#### **Coordination:**

- Establish permanent working relations/coordination with other actors within the camps and state on construction components
- In liaison with the construction manager, being a representative of the project for the airstrip/road construction component towards UNHCR, other partners, local government administration and visiting missions.

#### **Expected Outcomes**

- Airstrip/Road Construction projects executed according to standard construction guidelines
- Road/Airstrip Construction management operations executed according to organizational vision, mission, core values and policy guidelines.
- Utilizing standard monitoring tools and systems in road construction operations
- Reporting according to standard reporting formats.

#### **Qualifications**

- Bachelor's degree in civil & structural engineering.
- Registered Graduate Engineer or Eligibility of Registration in any Engineering body.
- Five years in road/airport/airstrip construction projects in design office, field supervision and contract administration.

#### **Skills & Competences**

- Good Communicational skills (written and spoken)
- Good Organizational and managerial skills
- ICT specialty (email, spread-sheets, word, databases, job-related software, etc)



### **Application Instructions**

Please send your cover letter outlining how your skills and experience meets the Person Specification along with your CV, academic certificates and national ID to HR AAH-I/ UNHCR Logistics Base, Juba through [recruitss@actionafricahelp.org](mailto:recruitss@actionafricahelp.org) or Submit your hard copy application to AAH-I/ UNCHR Logistic Base near JIT Supermarket before **27<sup>th</sup> June, 2019**.

Note: **Applications will be reviewed on a rolling basis.**

