**Draft Terms of Reference for a Temporary Construction Supervisor**

**17th October 2017**

**Background:**

Catholic Relief Services (CRS) is the overseas relief and development agency of the United States Catholic community. CRS has worked in Southern Sudan since 1989, supporting and implementing initiatives in Emergency Response, Peace building, Agriculture, Health, WASH, Education, and Income Generation. CRS’ work reflects and expresses the principles of Catholic Social Teaching; however, CRS assists persons based on need, not race, creed, or nationality.

The CRS South Sudan Country Program wishes to recruit a highly competent, proactive and self-driven person **(South Sudanese Nationals only**) to fill the position of a **Construction Supervisor** to be based in Juba under the supervision of the Operations Technical Advisor. This is a short-term engagement to oversee the rehabilitation/renovation works of the CRS Kator Guest House.

**The Scope.**

Catholic Relief Services (CRS) has engaged a constructor to undertake the renovation of its staff guest house in Kator. The works includes the improvement of an eight-roomed structure. Specific activities will include dismantling of old roof structure, gable wall section demolition and the subsequent reconstruction with new roofing, electrical installations, extension of toilet walls, plumbing works and all other necessary finishes intended to improve the overall outlook of the structure. The renovation works will take 30 calendar days.

**Roles and Responsibilities.**

1. Site supervision, administration and monitoring of daily construction/renovation works to ensure satisfactorily standards, quality assurance, control of workmanship and progress.
2. Ensure that the construction work is accomplished in accordance with the technical specifications and other provisions of the Contract Documents.
3. Assist in monitoring progress, evaluating results and resolving any constraints if they arise
4. To monitor and check the day-to-day quality control and quantity measurements of the works carried out under the Contract and countersign the completion certificates when the quality of the works is satisfactory and the quantities are correct.
5. To check all quantity measurements and calculations required to ensure that all measurements are carried out in a manner and at the frequencies specified in the contract documents.
6. Ensure that comprehensive records of the construction works are maintained and prepare reports including inception, weekly, and completion reports
7. Supervise commissioning on completion and with appropriate operation and maintenance guide in any case
8. Qualifications:
9. A Degree/Diploma in Building/Civil Engineering or related field with a minimum of three to five years’ experience in construction and supervision of works
10. Excellent written and oral communication skills
11. Excellent interpersonal, problem-solving and diplomatic skills
12. Strong organizational skills and ability to manage multiple tasks simultaneously and work independently
13. Proficient in the use of MS Windows and Office programs

#### *Reporting*

* Prepare weekly reports and discuss progress with the Operations Technical Adviser
* Track and document project performance

# *Relations*

* Maintain positive working relationships with contractor

# *Other*

* Other duties as assigned by supervisor

Dateline for submission is Friday Oct. 20th 2017 before 4:00pm

Address your application letter and CV to. Catholic Relief Services South Sudan program by E-mail: southsudanvacancies@crs.org