



JOB TITLE: Construction Supervisor
 Department: Infra-structure/Shelter
 Location: Gendrassa (Maban County)
 Date of Advert: 16/01/2017
 Date of Closure: 02/02/2017
 Reporting to: Infra Program Manager

1. Organizational Background:

ACTED (Agency for Technical Cooperation and Development) is an international NGO founded in 1993 and headquartered in Paris. ACTED implements projects in more than 30 countries around the world, in Africa, Asia, Europe, Latin America and the Middle East. ACTED has over 15 years of expertise and experience in addressing the needs of conflict and disaster affected populations, in emergency and development settings. ACTED's operations in South Sudan are centered on an integrated community development strategy aimed at supporting vulnerable communities.

ACTED is looking for qualified and highly self-motivated candidates to fill the position of **Construction Supervisor** to support its programs in Maban, Upper Nile - South Sudan.

2. Tasks and Responsibilities:

Under the direct supervision of the area Infrastructure/Shelter PM, key responsibilities will include (but are not limited to):

- Setting up construction programs in the field
- Supervise the daily activities involved with the construction process
- Documentation of the ongoing and completed constructions
- Design and plan the buildings to construction
- Reviewing and optimizing construction processes and designs
- Overseeing Cash for work programs and labourers
- Work closely with the Programme Manager on Programme implementation

Duties and Responsibilities

Supervise the construction process:

- Ensure that the construction are made according to the agreed designs
- Ensure together with the construction supervisor that the construction team in the field receives the tools and materials needed to fulfil the work
- Make quality & quantity check of the material in the market and on the site
- Supervise the construction team (INFRA/Shelter) in the field

Documentation of the construction process:





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- Document the work progress
- Update weekly progress report and material usage master list.
- Ensure that all stocks report are updated.

Design and plan the buildings:

- Plan and design the buildings
- Make recommendation and improvements
- Make a list of the material and tools needed

Overseeing Cash for work programs and labourers:

- Make sure that the attendance list are filled out correctly by the team Responsible for the correct payment of the labourers.

Applications

- Applications should be submitted in English, and should include:
 - detailed CV
 - cover letter
 - photocopy of all university degrees
 - photocopy of national ID card,
 - photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (Hai Malakal, and ACTED Office in Maban (Doro Compound) in hard copy by February 02, 2017. Or by mail to juba.hrofficer@acted.org; gendrassa.administration@acted.org;
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- Application materials are not returnable, therefore applicants are strongly recommended not to submit original documents.
- Note: This position is open to South Sudan Nationals & Women are encouraged to apply