



JOB ADVERTISEMENT	
Job title	Construction Coordinator
Location:	SSRC-HQ-Juba
Unit/department	Support Services
Reports to	Head of Support Services

ORGANIZATIONAL CONTEXT

South Sudan Red Cross established on the 9th of July 2011 is the newest member of the International Red Cross and Red Crescent Movement. It was formally recognized by the International Committee of the Red Cross (ICRC) and was admitted to the International Federation of Red Cross and Red Crescent Societies (IFRC) in March 2013 as the 189th member.

SSRC has presence in all the former ten states of the country with established state branch offices, more than 215 staff and about 9,202 active volunteers who carry out activities mainly in the fields of health, WASH, disaster preparedness and response, Communication and Psychosocial support. SSRC has a number of sub-branches and branch units across all the former ten states of the republic of South Sudan.

The society's work is guided by seven fundamental principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade. All our staff MUST abide by and work in accordance with the Red Cross and Red Crescent principles.

DUTY STATION

SSRC Headquarters in Juba with extensive travel to the branches, sub-branches and units.

SUMMARY JOB PURPOSE

The Construction Coordinator is responsible for managing all activities and projects related to construction and rehabilitation both at the headquarters level and at the branches, sub-branches and units. He / She will be responsible for the implementation of SSRC construction and rehabilitation activities as outlined in the different projects, and works towards achieving its goals. The Construction Coordinator is also responsible for representing SSRC in issues relating to construction and rehabilitation, and keep active contacts & works closely with all movement partners and other stakeholders.

JOB DUTIES AND RESPONSIBILITIES

Provide technical support to SSRC Construction and Rehabilitation projects in South Sudan

- Ensure that all South Sudan Red Cross (SSRC) construction and rehabilitation projects are in line with the SSRC strategy.
- Validate SSRCS project implementation methodology.
- Evaluate the appropriateness of interventions in terms of response to needs and technical approach.
- Coordinate with SSRCS Disaster management department and give technical support in case of emergency.
- Support the development/review of SSRCS strategy in issues relating to construction and rehabilitation.
- Design terms of reference and specifications for any construction and rehabilitation tenders.
- Participate in bid analysis process to ensure technical quality is maintained in the selection of contractors for all construction and rehabilitation related works.



- Prepare work completion report and certificate of completion to contractors after verifying the performance of the contractors.
- Ensure that construction objectives are respected and propose corrective measures when necessary
- Assess infrastructure needs, write reports and propose recommendations
- Assess buildings for rehabilitation and prepare technical reports including technical drawings
- Prepares and submits all necessary contractual documents to launch tender and ensures that contractual procedures are followed
- Follow up on contractors' performance and ensuring quality assurance
- Maintain regular contact with other funding Partner National Societies to provide reports on progress and necessary information regarding construction and rehabilitation works
- Ensure proper collaboration and participation of the local authorities in all SSRC construction activities.

Coordination within SSRC

- Participate in SSRC Support Services Technical Committee, especially on issues related to construction and rehabilitation works
- Strengthen internal communication on issues related construction and rehabilitation sector
- Organize and facilitate SSRC construction and rehabilitation Coordination meetings with the movement partners and other stakeholders at National level
- Participate in any other construction related committees

Coordination with stakeholders

- Ensure cooperation within the Red Cross / Red Crescent movement
- Ensure good partnership with local authorities, communities and other stakeholders

Reporting

- Coordinate reporting and communication lines of branches to the HQ on issues related to construction
- Report to the Head of Support Services, and with dotted line to the Secretary General
- Contribute to the design or amendment of SSRC construction reporting templates/formats
- Report any concerns in his / her sector to the SSRC management through the HOSS or SG

Duties applicable to all staff

- Work towards the achievement of the South Sudan Red Cross goals in all the areas of operations through effective managerial, lateral relations and teamwork.
- Ensure understanding of roles, responsibilities, lateral relationships and accountabilities.
- Perform any other related duties and responsibilities that may be assigned by the supervisor/ line manager
- Share and act in accordance with the Red Cross/Red Crescent fundamental principles and humanitarian values.

POSITION REQUIREMENTS

Education

- University degree/Diploma in Civil Engineering, Architecture, Structural Engineering
- Further education in related field

Experience

- 3 years minimum related work experience
- Previous work experience with an I'NGO or in the humanitarian sector
- Previous experience in programming or project management
- Demonstrated experience in managing and supporting staff and volunteers
- Proven work experience and familiarity with the standard technical norms and rules in construction and rehabilitation works

- Previous experience in operational oversight, with planning, reporting, and resource management
- Previous experience with the Red Cross / Red Crescent movement

Knowledge and Skills

- Familiar with health conditions and structures in the Republic of South Sudan
- Familiar with construction and rehabilitation approaches and technical skills for both long term development and emergency response
- Experience in conducting construction and rehabilitation baseline surveys
- Team player, self-motivated and proactive on own initiative to set and achieve goals
- Extensive skills and demonstrated abilities in building strong relationships with movement partners and other stakeholders
- Highly motivated, self-starter able to lead a process, engage others and create ownership
- Self-supporting in computers skills (Word, Excel) and ability to run specific software (AutoCAD and or ArchiCAD)

Language

- Fluency (verbal and written) English and Juba Arabic
- Fluency in speaking other local language(s)

How to apply:

Interested applicants should submit their Motivation Letter and CV with 3 references, copy of their National ID and copies of credentials including day time telephone contact to Human Resources Department Or by email: vacancy@southsudanredcross.org Please indicate the title of the position you are applying for in the subject line of your email.

Alternatively, applications can be hand-delivered to SSRC headquarters at plot #4, Block Ministries, Munuki Area – Juba. Please clearly indicate the position you are applying for on the back of your envelop.

Deadline for submission is on 22nd August 2017.

Note: Only shortlisted candidates will be contacted for the interviews and all the photocopies are not returnable and will remain the property of SSRC.

Female Candidates are encouraged to apply

