



**NORWEGIAN REFUGEE COUNCIL(NRC)-SOUTH SUDAN
VACANCY ANNOUNCEMENT**

Position: Education Officer -Construction
Reports to: Education Coordinator - Jonglei
Supervision of: Casuals & Contractors
Duty station: Bor
Travel: 40%
Project number: SSFM2101
Grade: 5

Duration and type of contract: 8 months fixed term

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Livelihoods and Food Security.

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships. Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Project Coordinator is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

1. Role and responsibilities

The main purpose of the Officer position is to assist in the day to day implementation of the Education construction.

Generic responsibilities

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the programme portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the programme function
- Promote the rights of IDPs/returnees in line with the advocacy strategy

Specific responsibilities

- Design structures (i.e. TLSs, latrines, etc.) as per cluster and donor guidelines and in consultation with the stakeholders.
- Prepare BOQs, and estimate the needed quantities and their prices.
- Prepare work plan for the construction work including the main milestones.
- Prepare the needed detailed specifications before launching the tender process.
- Follow up with the contractors on daily basis.
- Prepare regular progress reports for the line manager.
- Report any construction faults, delays, challenges, etc.

- Checking all the construction materials provided by the contractor before they get used to ensure their compliance with the requested specifications.
- Facilitate appropriate community involvement in the design and delivery of essential construction project outputs
- Assist and participate in community mobilization activities in construction sites and ensuring community participation in infrastructure projects including maintenance of TLS, latrines, fences, TVET centre etc
- Any other duties as delegated by the line manager.

Context/ Specific skills, knowledge and experience:

- Must have a Diploma or bachelor Degree in Civil Engineering,
- At least 3 years' experience in a similar position
- Knowledge of the context in South Sudan
- Some experience in community mobilization is an added advantage
- Fluency in English both verbal and written required
- Knowledge of Juba Arabic and a local language spoken in the project area is essential

Generic professional competencies:

- Proven experience from working as a Construction Professional or any other relevant field in humanitarian/recovery context and in context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Some knowledge of English and local languages

Application Procedure:

The applicant must provide a detailed CV and an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.

Please do not submit original certificates. Submitted application documents will NOT be returned.

Applications must be submitted no later than on the **12th March 2021** on line or by email to SS.job@nrc.no or in an enclosed envelope clearly marked "Application for **Position of Construction Officer**" to NRC offices in these locations:

- Human Resource Office in Juba
- Human Resource Office in Alek
- Human Resource Office in Aweil
- Human Resource Office in Mankien
- Human Resource Office in Wau
- Admin and Human Resource Office in Bor and Akobo, Duk and Twic East

Only short-listed candidates will be contacted, by e-mail or by phone.

THE POSITION IS OPEN FOR SOUTH SUDANESE NATIONALS ONLY, WOMEN ARE STRONGLY ENCOURAGED TO APPLY