

TERMS OF REFERENCE

Position: Engineer Assistant - CCCM
Duty station: roving – country wide
Application start: 10th May 2023
Application end: 29th May 2023
Length of the contract: 6 months with possibility of extension

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION AND KEY RESPONSIBILITIES

1. Help in executing already developed practical assessments, definition of technical documents and contracts for construction rehabilitation sites and regulation works.
2. Support preparing BoQs and assist in verifying technical specifications and quality delivered by suppliers and/or engaged contractors.
3. Support in ensuring thorough supervision of the works, guaranteeing that the contractors deliver according to technical designs and specifications and comply with IOM policy at all times.
4. Help the site planner in conducting topographical survey and setting out of blocks and plots.
5. Assist in reviewing, updating and improving the preliminary Project Work Plan and drawings provided and ensure that they are followed to allow timely completion of milestones and appropriate use of resources.
6. Support in facilitating appropriate community involvement and effectively involve other cluster partners in executing emergency response activities.
7. Support in the preparation of activities' reports on time after implementation, using provided templates or cluster standard format.
8. Support response in mobile sites through preparation of BoQs, work plans, implementation, trainings and issuing of construction kits to build resilience of host communities and returnees.
9. Any other duties as may be assigned by the Site Planner, Camp manager and CCCM Program Manager in Bentiu

REQUIRED QUALIFICATIONS AND EXPERIENCE

Education

- Candidate must have a bachelor's degree in Architecture, Civil Engineering or related field.

Experience

- At least 5 years of relevant experience in the field of civil engineering and community work
- Ability to write weekly and monthly reports as required
- Knowledge of protection
- Fluency in English (written and spoken), Arabic and local language are required
- Working knowledge of AutoCAD, G.I.S, Total Station, Microsoft Word, Excel, Internet and Outlook
- Ability to treat all persons of concern with dignity, respect and without discrimination.

- High sense of confidentiality
- Take initiative and drive high levels of performance management.
- Plan work, and set goals within area of responsibility
- Contribute to a collegial team environment
- Ability to work independently with minimum supervision

Required Competencies

Behavioral

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work, and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Ability to work effectively and harmoniously within a team from varied cultures and professional backgrounds.
- Proven ability to work independently with minimum supervision
- Maintains confidentiality on sensitive issues/data.
- Ability to work independently with minimum supervision.

Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Seeks to improve efficiency in tracking and monitoring.
- Follows up tasks to ensure timely completion

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter to CTG Office in Rock City or by email to the address: southsudan@ctg.org - please make sure **the subject of your email states the position** or your application might be overlooked

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.