

**JOB DESCRIPTION**

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 Approved  
 28/02/2023



<b>Position</b>	QAQC Officer (Quality Control / Quality Assurance Officer)	<b>Starting Date</b>	03/04/2023
<b>Reference of the offer</b>	To define	<b>Publication Date</b>	28/02/2023
<b>Location</b>	Maridi, Western Equatoria	<b>Type of contract</b>	Permanent
<b>Duration</b>	6 months renewable	<b>Security Level</b>	C Security Phase

**About ACTED**

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. **We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard-to-reach areas.** With a team of 4,800 national staff, 450 international staff, ACTED is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)

In South Sudan, ACTED intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile and Greater Equatoria regions on following issues Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR and Climate Change.

**Context of the position and key challenges**

The QAQC Officer will be associated to the ACTED Infrastructure team. They will be joining ACTED in year 3 of a 5-year project to engage construction contractors and implement the construction of infrastructure from Maridi to Yambio Counties. The QAQC Officer and Infrastructure team work closely with the Project Coordinator to develop and then implement project systems to ensure construction works are implemented to the design drawings and specifications resulting in construction that will meet its design life.

The QAQC Officer needs to be experienced in Quality Control of multiple subcontractors spread over various sites, and be skilled in maintaining contractor relationships while being strong in QAQC implementation.

The QAQC Officer must be proactive and a team player who understands and works to the humanitarian principles.

**Key roles and responsibilities**

- 1. Development and review of QAQC portions of tender submissions for infrastructure projects**
  - Responsible for completing QAQC tender review for existing issued tenders under the direction of the Infra PM.
  - Development of QAQC portion of tender documents for issuing in future tenders.
- 2. Detail development of Quality Procedures and project requirements**
  - From Engineering Drawings, from Contractor's documentation and from various NE Africa Engineering Construction and Design Standards. To be compiled into clear documentation for Engineering to be clear of sign-off requirements and tolerances.
  - Review Contractor Quality Documentation against design drawings and construction standards and specifications. This means updating their Quality Procedures, Inspection and Test Procedures, Field Inspection Checklists, etc for use in the field.
- 3. Implementation of Quality Control mechanisms at various construction sites**





- Ensure contractors are planning for hold points and various inspection points throughout their construction processes. To be planned in weekly and monthly quality inspection Look Ahead.
- Ensure contractors are booking clear inspection timeslots for inspection points
- Ensure contractors are providing complying paperwork during inspection points
- Attend inspections with the ACTED Engineering or Supervision team
- Assess the activities undertaken and ensure efficient use of resources
- Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- Ensure lessons learned are documented, shared and reflected in project planning and decision making
- Advise on, and assist with, project reviews conducted by AMEU
- Ensure quality control, analysis of added value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development
- **Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to line management**

#### 4. Chairing and minuting regular meetings with contractors

- Chair and take minutes for regular quality meetings with contractors should it be deemed necessary

#### 5. Compile all QAQC records

- Compile all QAQC documentation in Master Folders in hard copy and scanned into web based share drives
- Ensure Engineering and Contractors are maintaining clear revision control of documents

#### 6. Project Implementation Follow-up

- Monitor the implementation of the project ensuring that technical quality and standards are respected during project(s) implementation
- Report in regular project coordination meetings with project team
- Ensure budget utilization and physical target achievements are monitored and maintained where possible as per work plan
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation
- Raise early with the Project Management team any risk items which could affect project delivery. Ideally also propose mitigation strategies.

#### 7. Administration and Operational Management of Project Implementation

##### 7.1. Finance

- Forecast monthly cash requirements in the QAQC department of the project and submit to Infra PM

##### 7.2. Logistics

- Send accurate and precise order forms in a timely manner
- **Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario**
- Confirm quality of material selection when applicable
- Ensure a proper management and use of the project assets and stocks

##### 7.3. Administration/HR

- Contribute to a positive working environment and good team dynamics

##### 7.4. Transparency

- Ensure project records and documents are adequately prepared, compiled and filed according to ACTED procedures



- Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

#### 7.5. Security

- Ensure that security issues as they arise are reported to Line Management
- Ensure security guidelines are followed.

#### 8. External Relations

- Ensure that contact with beneficiaries and community or Government stakeholders is conducted in a sensitive and respectful manner

#### 9. Reporting

- Provide regular and timely updates on progress and challenges to supervisors and other team members
- Draft (internal) narrative reports and contribute to the development of reports
- Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

### Required qualifications and technical expertise

- Degree in civil engineering, or related courses
- Qualification in Construction Quality Assurance or Quality Control.
- At least 7 years of experience in project implementation and construction, majority in the large construction with some preferably in a humanitarian context
- Strong experience in Quality Assurance, **construction supervision and contractors' management**
- Willingness to travel to different districts and governorates
- Highly competent in MS Office (Word, Excel & PowerPoint)
- A willingness to learn quickly, ask questions, and improve on his/her skills
- Excellent communication, diplomatic and motivational skills with program staff, beneficiaries and other stakeholders in the area
- S/he is committed to honesty and clarity, and expects the same from cash for work staff
- Strong attention to detail, and ability to prioritize and problem solve in a fast moving, multi-site environment
- Demonstrate flexibility to work on unusual hours and cope with the pressure from emergency activities
- Strong English is required with proficiency and local languages preferred

### Conditions

### How to apply

Applications must be submitted in *English*, attached with a CV, a cover letter and three references. The application form is available here: [\[To Define\]](#)

Please send your application not later than **20/03/2023 by 4:30 pm** to the following addresses:

- by e-mail: [Maridi.admin@acted.org](mailto:Maridi.admin@acted.org) or [equatoria.adminassistant@acted.org](mailto:equatoria.adminassistant@acted.org) and [CCCzamora.omonny@acted.org](mailto:CCCzamora.omonny@acted.org)

- or Hard Copies to ACTED Juba office Hai Cinema or ACTED Maridi Field Office.

