



## TERMS OF REFERENCE

<b>Position:</b>	Project Assistant Engineering -Shelter and settlement.
<b>Position grade:</b>	G5
<b>Number of Vacancy:</b>	01
<b>Duty station:</b>	Bentiu
<b>Application start:</b>	11/02/2026
<b>Application end:</b>	27/02/2026
<b>Length of the contract:</b>	6 Months with the possibility of extension depending on performance and funding availability.

### 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.

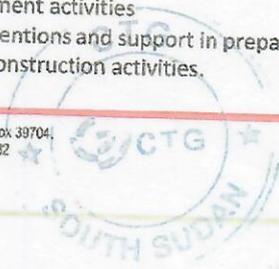
### OVERVIEW OF THE POSITION

Under the overall supervision of shelter and settlement unit program coordinator and direct supervision of the site development officer, and in close coordination with the head of sub-office working closely with HLP,ABL,TRU and Wash focal points in Wau the incumbent will be required to provide support to site development, construction and rehabilitation of infrastructure and shelter program activities.

### GENERAL FUNCTIONS

The Project Assistant (Engineering) will be required to perform the following responsibilities

- Under the supervision and guidance of the Site Development Officer, support the construction and rehabilitation of infrastructures and Shelter and Settlement Engineering activities
- Support site identification, planning, and development activities, including land surveys, site measurements, ground-truthing, and demarcation of plots, access roads, drainage systems, and communal spaces.
- Assist in the preparation, review, and verification of site layout plans, survey sketches, and demarcation drawings to ensure technical accuracy and compliance with approved designs, BoQs, and environmental considerations.
- Support the operation, coordination, and monitoring of IOM-owned and rental heavy-duty machinery (HDM), including excavators, bulldozers, dump trucks, and front loaders, for site development works such as clearing, leveling, road alignment, and drainage.
- Monitor site development activities and document progress, ensuring quality standards are met, materials and equipment are used appropriately, and accurate technical records and reports are maintained for project and donor purposes.
- Support in technical assessments and analysis of the data collected to inform the implementation of Shelter and infrastructure activities (short and long-term) to respond to the needs of communities affected by conflict or natural disasters in in South Sudan.
- Support community-based infrastructure and Disaster Risk Management activities
- Participate in the design of the shelter and Settlement project interventions and support in preparation of bills of quantity/cost estimates for shelters, infrastructure, and related construction activities.



- Support community engagement efforts that facilitate shelters construction (emergency & transition shelters) or rehabilitation of community infrastructure in a stipulated timeframe according to the Shelter cluster and IOM guidelines.
- Accurate and timely reporting of shelter/NFIs activities and check that the construction quality standards meet the description in the design and SOPs for monitoring and evaluation purposes.
- Liaise and coordinate with Logistics unit on the procurement process of construction services, tools and materials approved by the shelter and Settlement program as provided for in the IOM SOPs
- Assist in technical monitoring implementation of shelter and settlement activities following instructions from Program manager and monitoring tools developed for the project management.
- Support the mainstreaming of all cross-cutting themes including gender, climate change, resilience and protection.
- Any other duties may be assigned by the direct supervisor, Shelter and Settlement head of Unit and Program Coordinator.

#### REQUIRED QUALIFICATIONS AND EXPERIENCE

##### EDUCATION

- University Degree in Civil Engineering (construction) from an accredited institution with 3years of experience in humanitarian shelter programming or,
- A Diploma in Construction and equivalent trainings from accredited institutions accompanied with five (5) years and practical experience in humanitarian shelter, NFIs and infrastructure programming in South Sudan

##### Work Experience:

- Work experience in rural/community development
- Extensive experience of construction and rehabilitation of buildings and civil infrastructure.
- Knowledge to use surveying tools such as Dumpty level, Total Station etc. is a MUST
- Knowledge of alternate construction materials such as CSEB construction and passive techniques is an advantage.
- Ability to deliver trainings
- Computer literacy and report writing skills. Practical experience in the use of AutoCAD or other relevant infrastructure design software. Good interpersonal skills and willingness to work as a team member.

##### Languages:

- Thorough knowledge of English is required.
- Knowledge of Arabic is required.
- Knowledge of local languages is essential.

##### Skills

- Good report writing skills.
- Good computer skills: knowledge of MS Word, Excel, PowerPoint, and email/Internet software.

**Qualified female candidates are encouraged to apply for this role.**

To apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: [southsudan@ctg.org](mailto:southsudan@ctg.org)  
Please make sure **the subject of your email states " Project Assistant Engineering- Shelter and settlement - Bentiu"**, or your application might be overlooked.

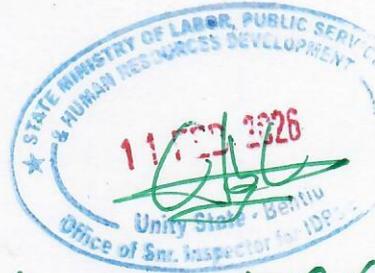
In Juba, please deliver to the CTG Office located within the IOM compound adjacent to Ezentus Company off Mangateen road.

#### IMPORTANT REQUEST





- All Applicants Must Acquire the Labor Card from the relevant State Authorities.
- Kindly avoid naming your CV as a CV, Updated CV, or by Job title or organization name.
- For hard copy deliveries kindly include the position applied for on the envelope.



Approved  
SMOL, PS & HRD  
Unity State - GUI

