

50-H-3  
 Approved  
 MINISTRY OF LABOUR  
 Administration & HR  
 HR-N2  
 Version 01/2022  
 11/11/2023  
 REPUBLIC OF SOUTH SUDAN

## JOB DESCRIPTION

Position	Project Engineer	Starting Date	01/02/2023
Reference of the offer	EQUATORIA BASE	Publication Date	13/01/2022
Location	Maridi, Western Equatoria	Type of contract	Permanent
Duration	6 months renewable	Security Level	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 Project Engineer will be part of the ACTED Infrastructure team. They will be joining ACTED in year 3 of a 5-year project to construct multiple Quick Impact Water source works then transitioning into the construction of infrastructure from Maridi to Yambio Counties. The Project Engineer and Infrastructure team work closely with other FSL and Business Development disciplines to push the project items in line with the project timeline.

The project engineer needs to be experienced in running multiple subcontractors spread over various sites, controlling costs, Environmental, Health, Safety and Quality considerations.

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

### Key roles and responsibilities

#### 1. Project Planning

- As part of the Infra team, contribute to project implementation strategy, systems, approaches, tools, and materials
- Participate in project kick-off and close-out meetings
- Contribute to detail planning of various stages of project implementation and the prioritizing and organizing of activities and resources to achieve project objectives

#### 2. Project Implementation Follow-up



HR-N2

- Monitor the implementation of the project ensuring that technical quality and standards are considered and 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.

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

#### 3.1. Finance

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

#### 3.2. 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

#### 3.3. Administration/HR

- Contribute to a positive working environment and good team dynamics

#### 3.4. 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

#### 3.5. Security

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

### 4. External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- Ensure that contact with beneficiaries is conducted in a sensitive and respectful manner



**5. Quality Control**

- 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

**6. 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 financial reports through regular budgetary follow up.
- 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
- At least 3 years of experience in project implementation and construction, preferably in a humanitarian context
- Strong experience in tendering process, 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
- GIS Mapping skills are an asset

**Conditions**

Fluent in English, Arabic and at least a local language in the area

**How to apply**

HR-112



Applications must be submitted in *English*, attached with a CV, a cover letter and three references. Please send your application until the 31/01/2023 to the following addresses: [equatoria.admin@acted.org](mailto:equatoria.admin@acted.org), [equatoria.adminassistant@acted.org](mailto:equatoria.adminassistant@acted.org), [maridi.adminoff@acted.org](mailto:maridi.adminoff@acted.org) and copy [zamora.omony@acted.org](mailto:zamora.omony@acted.org). Hand deliver is also accepted during working hours at ACTED Office-Juba.

