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14-06-2021

14 JUN 2021

**Vacancy notice**

Advert opens 14<sup>th</sup> June 2021

### Introduction

Cordaid is a Dutch, international non-governmental organization which combines 100 years of experience and expertise in emergency aid and structural poverty eradication. Cordaid believes in a world without poverty and exclusion. We strive for a just and sustainable society where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion tear up societies, we connect people and communities. We also stand for professionalism, expertise and solidarity across borders, to make a difference where it is most needed. Together with more than 600 partner organizations in Africa, Asia, the Middle East and Latin America we structurally improve the living conditions of the poorest and most excluded populations - the bottom billion.

Cordaid has been active in South Sudan for more than 20 years, with a strong focus on civil society capacity-building. Currently it has programs in the area of Emergency Response, DRR, Health, Food Security, Security & Justice, Women Leadership and Investments.

Presently, Cordaid is expanding its program in different parts of the country. For that purpose, additional capacity is required. Therefore, Cordaid South Sudan would like to recruit for the position of **Construction Supervisor** as detailed below.

**Position:** Construction Supervisor

**Based Location:** Juba with extensive field travel

**Number of positions:** One

### Reporting Lines

The Construction supervisor will report to Health Coordinator based in Juba with frequent travels to Cordaid Project locations.

### Position and responsibility

The purpose of this position is to, together with project coordinators, determine objectives of any construction and/or renovation proposals, produce designs and implementation plans and supervise the activities in various facilities across South Sudan supported by CORDAID to ensure effective and efficient delivery of all planned activities.



## KEY RESPONSIBILITY

1. Determines and prepares specifications for construction and/or renovation works based on the design, end user requirements, and performance standards.
2. Prepares bills of quantities where necessary and interprets drawings, specifications, and other documents.
3. Determines construction schedules based on the plan and specifications, and ensures quality work is delivered on time and in compliance with CORDAID and MoH and government policies and guidelines.

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4. Maintains construction and/or renovation schedule by monitoring project progress, coordinating activities, and resolving problems.
5. Works with contractors, suppliers, and logistics manager to assess and approve materials supplied for construction and /or renovation activities.
6. Ensure the designs and plans for construction and /or construction works are clear and understood and implemented by contractors/site workers.
  
7. Prepares project status reports by collecting, analysing, and summarizing information and trends, recommending actions.
8. Maintains safe and clean working environment by enforcing procedures, rules, and regulations.
9. Maintains a project data base by writing, keeping and backing up data and reports.
10. Maintains CORDAID Organisational reputation by complying with its policies and practice with respect to protection, health and safety, equal opportunities and other relevant policies and procedures.
11. Contributes to team effort by accomplishing other related results as assigned by the line manager.

### 1.1 Qualifications



1. The candidate should have a minimum of diploma in Building and Civil engineering from a recognised institution.
2. Have a minimum of 3 years' experience in supervisory position majorly in building and civil works.
3. Experience in personnel, site and project management is an added advantage.
4. Be proficient in computer applications MS Excel, MS word and other engineering software applications such as AutoCAD, Revit, STAAD.Pro v8i, 3ds max, Etabs, Primavera, SAP 2000 etc.

**Further information and how to apply**

Interested and qualifying applicants can submit their application letter including CV in English, copies of birth certificate, National ID and qualification documents, both phone and email contact details of at least 4 professional references, including most recent/current employer/supervisor to the following email [hr.southsudan@cordaid.org](mailto:hr.southsudan@cordaid.org)

Mention the vacancy reference number position in the subject line on the envelopes.  
e.g. **CSS02/6/21 Construction Supervisor -Juba**

or

Applications can also be hand dropped at Cordaid Juba Office located behind the Equatoria/UAP Tower. Just a few meters after the Strome Foundation to the attention of the **Human Resource and Administration Manager - Cordaid.**

Deadline for submission is by the **1<sup>st</sup> July 2021**

Cordaid is an equal opportunities employer and women are strongly encouraged to apply

Only shortlisted candidates will be contacted. An integrity check will be part of the recruitment procedure

All applications submitted cannot be returned.

