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JOB DESCRIPTION 28/02/2023



Position	Commercial Engineer	Starting Date	03/04/2023
Reference of the offer	To define	Publication Date	28/02/2023
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

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 Commercial Engineer will be part of 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 Commercial Engineer and Infrastructure team work closely with the Project Coordinator and the Logistics representatives in ensuring correct implementation of the cost control and contract mechanisms.

The project engineer needs to be experienced in running multiple subcontractors spread over various sites, controlling costs, and be skilled in maintaining contractor relationships while being strong in contract implementation.

The Commercial Engineer must be proactive and a team player who understands and works to the humanitarian principles. As part of the Infra team, they will contribute to project implementation strategy, systems, approaches, tools, and materials.

Key roles and responsibilities

- 1. Engineering development and review of tender submissions for infrastructure projects**
 - Responsible for completing tender review for existing issued tenders under the direction of the Infra PM.
 - Development of tender documents for issuing in future tenders in line with Project Procurement Plan and through gap analysis of progressing and outstanding works.
- 2. Detail cost records and breakdown of all engineering packages**
 - Clear commercial accounting maintaining costs and registers for all packages inclusive of possible variations and any items to be back charged to contractors
 - To show forecast costing to pre-emptive risk mitigation
 - This will include analysis of previous works completed to provide clear traceability of costs incurred at each site



3. Implementation of contract mechanisms for contractors through award, delivery of their works and close-out

- To clearly understand all of the implementing contracts and administer the contract mechanisms through clear communications to line managers, contractors and clearly drafted official letters for distribution.
- Maintain clear correspondence registers

4. Chairing and minuting regular meetings with contractors

- Chair and take minutes for regular meetings with contractors.

5. Monitoring progress of contractors

- Progress walk downs of construction sites for weekly and as required verification of progress. Clear tracking to be used to implement required directions to contractors to implement measures to maintain on schedule.

6. Project Implementation Follow-up

- 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.

7. Administration and Operational Management of Project Implementation**7.1. Finance**

- Forecast monthly cash requirements 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**

- 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

9. 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

10. 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
- Evidence of training in Commercial Law
- 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 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

Conditions

How to apply

Applications must be submitted in *English*, attached with a CV, a cover letter and three references.

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

by e-mail: Maridi.admin@acted.org, equatoria.adminassistant@acted.org and CCC

or Somera.omony@acted.org

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

