

AAH-I South Sudan Country Programme
 Hai Gabat, Opp. JIT Supermarket (behind SSD Customs)
 Juba Town, Republic of South Sudan



EXTERNAL JOB VACCANCY

BACKGROUND:

Action Africa Help International (AAH-I), an African-led non-governmental organization that supports livelihood-challenged communities and bridges the humanitarian–development divide to sustainably improve their well-being and standards of living. With Country Programmes in South Sudan, Kenya, Somalia, Uganda, Zambia and Ethiopia, AAH-I has over 30 years’ experience working with communities in conflict and post-conflict situations, including refugees, internally displaced persons and host communities.

In South Sudan, AAH-I operates in the Greater Equatoria region (Juba, Yei, Kajok-Keji, Magwi, Torit, and Terekeka), Greater Jonglei (Bor), Greater Upper Nile (Malakal, Maban, Renk, Fashoda, and Manyo), and Greater Unity State (Ajong-Thok and Bentiu). AAH-I implements a variety of projects, including the Humanitarian Logistics, WASH, Shelter and Shelter, Economic recovery and infrastructure projects funded by UNHCR, the South Sudan Health Sector Transformation Program (HSTP) funded by UNICEF, the Asset Creation, Livelihoods, and Smallholder Agriculture Market Support (ACL/SAMS) project and the Digitization (BMR) project funded by WFP, the South Sudan Livelihood & Resilience Project (SSLRP) funded by IFAD, and AAH-I enterprise initiatives.

AAH-I South Sudan Seeks to recruit a qualified **South Sudanese National only** to fill the below position as detailed.

Job Title:	Construction Officer (1 post)
Ref No:	AAH-I/SHT/UNHCR/MBN/JAN/2026-004
Direct Supervisor:	Civil Engineer
Overall Superviosr	Area coordinator Coordinator
Subordinates:	Shelter Construction Assistant
Liases with:	Warehouse Officer, Procurement officer, Logistics officer, HR, Finance team
Duty Stations:	Maban; Upper Nile State, South Sudan
Contract Duration:	Fixed term, 11 months. Extension subject to availability of the Donor funds
Eligibility:	South Sudanese National only, FEMALES and PEOPLE WITH DISABILITIES are Strongly encourage to apply.
Submission Deadline	27 th January 2026, 4:00PM CAT

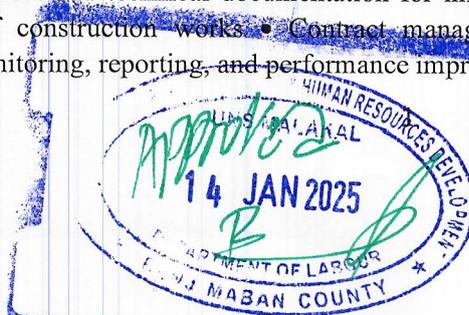
OVERALL JOB PURPOSE:

The Construction Officer is responsible for supporting the planning, management, and implementation of construction projects within the Maban area of operations. The role focuses on the delivery of physical infrastructure, including buildings, roads, and airstrip works, ensuring that all construction activities are executed in line with approved designs, budgets, technical standards, and organizational policies.

The position plays a key role in ensuring quality, timeliness, compliance, and effective coordination with contractors, partners, and local authorities.

Key Result Areas

- Design development and technical documentation for infrastructure projects
- Effective supervision and quality control of construction works
- Contract management and coordination with contractors and stakeholders
- Monitoring, reporting, and performance improvement of construction activities



DUTIES AND RESPONSIBILITIES:

Technical and Construction Management

- Prepare architectural and engineering designs, Bills of Quantities (BoQs), specifications, and material schedules for buildings, roads, and airstrip construction works.
- Assess, plan, implement, and monitor construction activities in identified locations and communities.
- Supervise contractors, sub-contractors, and construction staff to ensure compliance with approved designs, technical standards, safety requirements, and work plans.
- Ensure the use of standard construction procedures, tools, and materials in all project activities.
- Regularly evaluate construction quality and performance using approved monitoring and evaluation tools and performance grids.
- Take corrective actions to address performance gaps and improve construction outcomes within available resources.
- Provide technical advice and innovative solutions to enhance construction efficiency and project impact.
- Seek external technical expertise when required, subject to approval by the Area Coordinator.

Planning, Budgeting, and Procurement

- Support the Area Coordinator in the preparation of construction budgets, cost estimates, and work plans.
- Participate in procurement and tendering processes in collaboration with the Area Coordinator and Procurement Coordinator, including technical evaluations and contract documentation.
- Contract, supervise, and manage contractors and sub-contractors in line with organizational procurement and contract management procedures.

Coordination and Representation

- Liaise closely with UNHCR Site Planners and other relevant technical stakeholders to ensure coordinated infrastructure planning and implementation.
- Establish and maintain effective working relationships with partners, local government authorities, camp management, and other actors within the camps and administrative areas.
- Represent the construction sector in project coordination meetings, field visits, and visiting missions, as delegated by the Area Coordinator.

Monitoring and Reporting

- Prepare and submit weekly, monthly, and periodic progress reports, work plans, and standard construction monitoring reports, including analysis and recommendations.
- Produce technical analyses, reports, and documentation upon request by management or partners.
- Immediately inform management of any issues or risks that may significantly impact construction activities, timelines, budgets, or quality.

EXPECTED RESULTS

- Effective management of construction projects, including staff, budgets, equipment, materials, targets, and deliverables.
- Construction works completed in accordance with approved designs, technical standards, and organizational guidelines.
- Efficient construction management aligned with the organization's vision, mission, core values, and policies.
- Consistent use of standard construction monitoring tools and systems.
- Timely, accurate, and high-quality reporting in line with organizational requirements.

QUALIFICATIONS REQUIREMENT:

Educational Background:

- Bachelor's degree in Civil Engineering, Structural Engineering, or a related field.



- Registered Graduate Engineer or eligible for registration with a recognized professional engineering body.

Work Experience:

- Minimum of five (5) years of professional experience in road, airport, or airstrip construction projects, including design preparation, field supervision, and contract administration.
- Proven experience working in humanitarian or development contexts is an added advantage.
- Familiarity with Enterprise Resource Planning (ERP) systems or procurement management software.
- Understanding of budgeting processes.
- Knowledge of safety and compliance standards for construction.

Skills and Competencies:

- Strong written and verbal communication skills.
- Excellent organizational, coordination, and team management abilities.
- Proficiency in ICT applications, including email, spreadsheets, word processing, databases, and job-related engineering software.
- Ability to work independently under pressure and manage multiple priorities in challenging field environments.
- Strong analytical, problem-solving, and decision-making skills.

SAFEGUARDING STATEMENT:

Children and vulnerable adults who come into contact with AAH-I as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that AAHI shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

ACCOUNTABILITY WITHIN AAH-I

Alongside our safeguarding policy, AAH-I is an equal opportunities employer. we consider all applicants regardless of race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, or marital status and has a set of integrity policies.

Any candidate offered a job with AAHI will be expected to adhere to AAHI's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behavior protocols.

Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area and report any concerns about inappropriate behavior of AAHI staff or partner.

APPLICATION SUBMISSION INSTRUCTIONS:

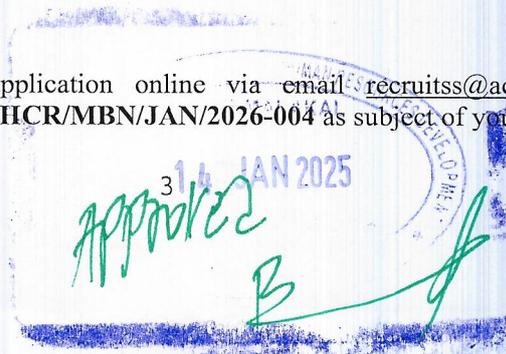
How to Apply:

1. Submission

- Submit your CV maximum 3 pages along with the following documents:
 - A one-page motivation letter expressing your interest
 - Clear photocopies of non-returnable academic certificates
 - A copy of your national ID or passport
- Place all documents should be sealed in an envelope clearly marked "**Application-AAH-I/SHT/UNHCR/MBN/JAN/2026-004**"
- Deliver your sealed application to the AAH-I Logistics Base in Juba, Hai Gabat, near Jit Super market. Drop your application in a lock box and register your names after submitting your application before leaving.

Or

Alternatively, submit your application online via email recruitss@actionafricahelp.org with **Application – AAH-I/SHT/UNHCR/MBN/JAN/2026-004** as subject of your email.



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2. Additional Instructions:

- Only shortlisted candidates will be contacted for interviews.
- **Important:** Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Interested candidates are strongly encouraged to apply as early as possible, as the position may be filled before the closing deadline.
- Failure to follow above instruction shall lead to disqualification from the recruitment process.



Handwritten signature in blue ink, dated 14/01/2023.