



## AFRICAN INITIATIVES FOR RELIEF AND DEVELOPMENT (AIRD)

### Vacancy Announcement

Job Title	Senior Construction Officer
Number of Vacancies	1
Date of Job Opening	5/9/2024 4/9/24
Duty station	Renk
Starting date	Immediately
Closing date of Application	24/09/2024 23/9/24
Report to	Civil Engineering/ Construction Manager
Liaises with	Snr. Admin/HR/Liaison Officer, Senior Construction officers, Procurement Officer, Finance/Admin. team (Juba/Maban/Renk)

African Initiatives for Relief and Development (AIRD) is a non-political, non-religious, and non-profit International NGO. AIRD works in 12 African countries in East, Central, and West Africa.

AIRD's objective is to offer operational support, including but not limited to supply chain, logistics, construction and infrastructure in partnership with relief and development organizations that focus on disaster-affected and development-oriented areas.

### **Job Purpose.**

AIRD is seeking to recruit an experienced Senior Construction Officer to be based in Renk.

He/she is responsible for the quality standards in the construction of the emergency shelters, road and Compound maintenance/rehabilitation in the emergency response at Renk transit and reception Centres and support mission to Maban operation. The senior construction officer will work closely with the Civil Engineering manager and target communities to ensure the design and implementation of Infrastructure programming, meet the highest technical standards and accountability.

He/ She will provide technical input to Infrastructure need assessments and participate in the orientations and trainings provided to hired labour/ contractors or volunteers.

### **Duties & Responsibilities**

**Empowering Communities, Growing Together**  
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- Ensure Infrastructure construction and maintenance/rehabilitation is in accordance with design specifications through site visits.
- Closely supervise successful Civil works and building construction activities

Prepare BOQs for civil and building construction works.

- Design and produce architectural and structural drawings of Civil and building works.
- Ensure efficient use of labour, Heavy plant Machinery, projects truck, Assets, and materials by construction technicians and sub-contractors.
- Prepare weekly work plans and work schedule for activities.
- Organise site meetings on progress of work and the prepare the minutes.
- Prepare daily/weekly reports on progress of job done for development of monitoring reports to AIRD & UNHCR.
- Ensure quality control and safety regulations are observed in civil works and all construction sites.
- Communicate AIRD/UNHCR construction policies, rules and regulations to all construction workers.
- Organise routine site meetings with the staff, contractors and documents minutes
- Being a representative of the project in construction sites.
- Interpret/read designs and prepare materials schedules and labour muster rolls for the construction projects.
- Control and ensure that the standard construction procedures and tools are utilized properly.
- Inspect and recommend payments related to construction and ensure quality workmanship is maintained.
- Prepare and process payment certificates for contractors and suppliers.
- Promote safety driven construction practices (safety culture) by regular review of project site safety initiatives and compliance by contractor.
- Ensure procurement of Construction materials are of high quality and delivered on time.
- Evaluate performance of contractors to ensure Construction quality and safety.

### Minimum Personal Qualifications

Bachelor's degree in civil engineering or Higher Diploma in Building and civil engineering from a recognised University/Institution or equivalent in or a related civil engineering field.

### Additional Skills & Competences

- Good working knowledge of computer applications (e.g. MS Office, excel).
- Good knowledge of Engineering programs (Auto card, Arch card and others).
- A proven track record in site organization and management.
- Fluent written and oral knowledge of English language.
- Knowledge of Juba Arabic/Arabic is necessary.
- Teamwork and participation.
- Level of self-supervision and ability to take initiative.
- Work with minimum supervision.



- Ability to work in hard-to-reach areas.
- Degree of accuracy and attention to detail.
- Technical side of the job (numeracy, report-writing, critical thinking, leadership, etc).
- INGO experience and understanding of humanitarian sector.
- Commitment to and understanding of AIRD's vision, mission, and values.

**Mode of application:**

**Candidates meeting the required qualifications are encouraged to apply and hand deliver their application letter, CV, or academic documents to AIRD Juba, Renk and Maban Offices, addressed to the Human Resource Office.**

**Hand delivered applicants must sign in the register as evidence of application submission.**

Application Deadline:

Tuesday <sup>23</sup> ~~24~~<sup>th</sup> Sept 2024



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