



SD-H-3
 Approved by Senior Inspector
 MOHRSS/3
 20/06/24

Munuki SDA Compound
 P.O Box 247
 Juba, South Sudan

JOB ADVERT

Job Title:	Construction Infrastructure Officer
Qualification:	Minimum Certificate or diploma in Civil Engineering or physical infrastructure development.
Experience:	2 years' work experiences in construction works with infrastructure components.
Job Location:	Nasir County (Jikmir Field Office) with frequent travels to other Fields Locations (Ulang, Maiwut and Longechuk)
Contract Duration:	4 Months with possibility of extension dependent on Funding and performance
Reporting to:	Project Manager/Field Supervisor

Closing date: 10th July 2024 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is **“To serve humanity so all may live as God intended”**. ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan’s thematic areas are health, education, food security and livelihood and emergency response.

ADRA’s Motto: *Justice. Compassion. Love*

ADRA’s Values: *Courageous. Compassionate. Connected*

JOB PURPOSE

Construction Engineers manage the practical aspects of every construction phase, from conceptualization to completion. They are primarily responsible for preparing project specifications, negotiating with stakeholders, and handling logistical challenges. A significant part of their job is to maintain compliance with all applicable codes and regulations throughout the building process. Additionally, they facilitate communication across various teams and ensure that all technical aspects of the project align with project goals.

CORE TASKS AND DUTIES

The daily tasks of a Construction Engineer include:

- Developing project plans and workflows.
- Performing feasibility analyses on potential project sites.
- Designing and testing building materials and structures.
- Supervising onsite construction crews and subcontractors to ensure standards and timelines are met.
- Providing bill of quantity and their estimates
- Inspecting project sites to monitor progress and adherence to design specifications, safety



- protocols, and environmental regulations.
- Optimizing resource management, including labor, materials, and machinery.
- Liaising with project stakeholders to provide updates and gather feedback.
- Documentation and record-keeping for compliance and assurance quality.
- Writes completion reports and design certificates of completions
- Troubleshooting issues that arise during the construction process.

OTHER REQUIREMENTS

- Demonstrates professionalism, integrity, compassionate and respect for all.
- Can work under minimum supervision and with an ability to go extra miles.
- Excellent communication skills both written and verbal.
- Solid organizational skills including attention to detail and multitasking skills.
- Strong working knowledge of Microsoft Office and of project management tools.
- An understanding of and commitment to ADRA's mission and values.

PERFORMANCE INDICATORS:

- Meet at least 80% of project work plan indicators.
- Complete at least 80% of planned field activities.
- Ensure timely submission of all sites reports.
- Time management
- Skills transferred to the other staff and gained skills from other colleagues

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

INSTRUCTIONS FOR APPLICATIONS:

Interested candidates who meet the above qualification and experience for this position, can submit their application and copies of academic credentials together with Employment application form addressed to; jobs@adrasouthsudan.org or hand deliver to ADRA South Sudan Office located at the Seventh-Day Adventist Church Compound, Kuwait Estate Road along Munuki Bilpham Road. Qualified female South Sudanese nationals are highly encouraged to apply.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

