



AFRICAN INITIATIVES FOR RELIEF AND DEVELOPMENT (AIRD)

Vacancy Announcement

Job Title	Assistant Construction Officer
Number of Vacancies	1
Duty station	Renk
Date Of Job opening	5/9/2024 4/9/24
Starting date	Immediately
Closing date of Application	24/09/2024 23/9/24
Report to	Senior Construction Officer
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 Summary:

The Assistant Construction officer is responsible for the quality, daily close supervision of construction of the emergency Shelter, building and renovations in the emergency response programming in Renk transit, reception Centres, Selected Host community projects and mission support to Maban operation. He/she will work closely with the Senior Construction officers and target communities to ensure the design and implementation of Infrastructure programming meets the highest technical standards and accountability. The Assistant Construction Officer will provide technical close daily supervision to the contractors during implementation of activities. He/she will participate in the technical guidance to hired labour/ contractors or volunteers.

Duties & Responsibilities

- Ensure daily supervision of the construction and maintenance/rehabilitation activities are in accordance with design specifications.
- Plan daily activities and prepare work schedules.

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- Prepare casual labourer's time sheets, payments and keep records of material list issued at various construction sites.
- Take accurate measurements and prepare Bill of Quantities (BOQs) and specifications.
- Daily supervision of successful construction works.
- Ensure efficient use of heavy plant machinery, materials and casual labourers.
- Ensure safety regulations of the heavy plant machinery, Personnel and casual labourers observed in all construction sites.
- Ensure standard construction procedures and implementation is done according to specification
- Ensure interpretation of designs, preparation BOQs and materials list for civil and building construction projects.
- Be able to use survey road equipment and produce survey reports.
- Provide technical guidance and solutions to contractors during the implementations of the building and civil construction works to the standards and timely achievement of the set goals.
- Guide artisans with techniques to improve skills and performance.
- Have community engagement during implementation of the building construction, and civil maintenance of roads and airstrip.
- Ensure quality control of all building constructions, construction civil works and civil maintenance works of the roads and airstrip.
- Record daily data and weekly data for preparation of weekly progress reports of activities carried out.

Expected Outcomes

- Construction site Operations executed according to standard construction specification and guidelines.
- Construction works, civil and civil maintenance works are implemented according to standard guidelines and specifications.
- Utilization of standard tools and equipment in implementation.
- Work closely with Senior construction officer
- Record and Report according to standard reporting formats.

Minimum Personal Qualifications

- Diploma in Building and civil engineering, water Engineering, Architectural and draftsman ship with at least three years' experience on building constructions works, civil construction and maintenance of building, water and Civil works.

Additional Skills & Competences

- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills, at all levels.
- A good command of English and Arabic or the local languages.
- Team player.
- Some experience in labour-based constructions.
- Commitment to daily supervision of contractors.
- Excellent security understanding and skills.
- Result orientated.

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- Ability to work under minimum supervision.
 - Good working knowledge of computer applications (e.g. MS Office, excel)
 - Ability to Design building and civil works, produce architectural and structural drawings will be added advantage
- Degree of accuracy in data collection and attention to details.
 - Commitment to and understanding of AIRD's vision, mission, and values.

Personal Skills

- Excellent organizational and interpersonal skills.
- Excellent written and verbal communication skills, at all levels
- A good command of English and Arabic or the local languages
- Team player
- Some experience labour-based constructions
- Commitment to daily supervision contractors
- Excellent security understanding and skills

Mode of application:

Candidates meeting the required qualifications are encouraged to apply and hand deliver their application letters, 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:

23rd **Tuesday, 24th Sept 2024**



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