

JOB DESCRIPTION

Position	Construction Engineer	Publication Date	25/9/2026
Reference of the offer	Full Time	Closing Date	9/10/2026
Location	Renk	Starting date	ASAP
Duration	3 months	Extension	Subject to Funding
Vacancies	1	Type of contract	Fixed Term
Acted Base	Renk Upper Nile State	Status	Non-relocatable

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. www.acted.org

In South Sudan, Acted intervenes since 2007 in the following areas: Greater Bahr El Ghazal, Greater Upper Nile, and Greater Bahr El Ghazal regions on the following issues: Food security & Livelihoods, WASH, CCCM, Shelter/NFI, Infrastructure, DRR, and Climate Change.

Context of the position and key challenges

Position Summary

Working under the Project Manager, the Construction Engineer is responsible for planning, designing, supervising, and monitoring construction and rehabilitation projects implemented by ACTED, ensuring that all works are completed according to technical specifications, quality standards, budget requirements, donor regulations, and project timelines while meeting the needs of beneficiary communities.

To deliver quality infrastructure Projects, including construction, renovation, and site maintenance activities in transit and reception centers. This will ensure project goal and objective are achieved in line with donor requirement and project timeline.

Key roles and responsibilities

DUTIES AND RESPONSIBILITIES

Project Planning and Design:

- Conduct technical assessments, feasibility studies and site surveys.
- Prepare engineering designs, drawings, technical specifications, BoQs and cost estimates.
- Design communal, transitional, semi-permanent and permanent shelters.
- Design hafirs, including catchment areas, embankments, spillways, drainage and erosion-control measures.
- Develop road alignments, levels, drainage systems and material specifications.
- Prepare technical requirements for solar streetlight installation, including locations, foundations and pole positioning.
- Develop construction work plans, schedules, material requirements and labour estimates.



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- Provide technical inputs for proposals, budgets, procurement documents and infrastructure project development.
- Coordinate technical designs with communities, authorities, relevant clusters and partners.
- Integrate accessibility, protection, gender, disability inclusion and climate-resilience considerations into designs.

Quality Assurance and Control:

- Supervise the construction and rehabilitation of shelters, roads, drainage systems, hafirs and community infrastructure.
- Conduct regular inspections to ensure compliance with approved drawings, BoQs and technical specifications.
- Verify the quality and quantity of construction materials delivered and used.
- Monitor road preparation, compaction, levels and drainage works.
- Supervise solar streetlight installation, testing and commissioning.
- Identify construction defects and ensure timely corrective action.
- Verify measurements and completed works before certification and payment.
- Conduct final inspections and confirm that infrastructure is fit for handover.
- Prepare and verify as-built drawings upon completion.

Contract and Contractor Management:

- Support the preparation of tender documents, scopes of work and technical evaluation criteria.
- Participate in the technical evaluation of contractors and suppliers.
- Conduct pre-construction meetings and clarify technical requirements.
- Monitor contractor performance against contracts, work plans, specifications and timelines.
- Review contractor work schedules, material submissions and implementation methods.
- Verify contractor progress, measurements and payment requests.
- Document delays, poor-quality work and contractual non-compliance.
- Recommend corrective measures and follow up on their implementation.
- Coordinate communication among contractors, project teams, communities and local authorities.
- Support the formal handover and closure of completed contracts.

Monitoring, Reporting, and Documentation

- Monitor construction progress against approved plans, budgets and schedules.
- Prepare daily, weekly and monthly technical progress reports.
- Maintain site diaries, inspection checklists, measurement sheets and photographic records.
- Track the use of materials, labour, equipment and completed quantities.
- Document technical challenges, delays, risks and corrective actions.
- Maintain approved drawings, BoQs, material-test results and contractor records.
- Prepare completion reports, snag lists, handover certificates and as-built drawings.
- Provide regular engineering updates to project management and relevant stakeholders.
- Support infrastructure assessments and contribute technical information for donor reporting.

Health, Safety, and Environmental Compliance:

- Ensure compliance with occupational health and safety requirements at all construction sites.
- Conduct site-safety inspections and ensure workers use appropriate personal protective equipment.
- Identify construction hazards and ensure preventive and corrective measures are implemented.
- Ensure construction sites have appropriate warning signs, barriers and safe access arrangements.
- Monitor the safe storage and handling of construction materials, tools, fuel and equipment.
- Integrate flood mitigation, drainage, erosion control and soil stabilization into infrastructure works.
- Minimize environmental impacts, including waste, dust, vegetation clearance and water contamination.
- Ensure safe excavation, working-at-height and electrical-installation practices.
- Report accidents, incidents and environmental concerns and follow up on corrective actions.

Capacity Building:

- Assess the technical capacity-building needs of construction staff and workers.



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- Develop and deliver training on construction methods, drawing interpretation, measurements and quality standards.
- Train staff on shelter construction, road works, drainage, hafir construction and solar-light installation.
- Provide on-site coaching to supervisors, artisans, contractors and casual workers.
- Train teams on occupational health, safety and environmental requirements.
- Strengthen staff capacity in BoQ preparation, material estimation and construction monitoring.
- Develop practical guidance, checklists and standard operating procedures for infrastructure works.
- Support knowledge transfer to communities and authorities on infrastructure operation and maintenance.

Required qualifications and technical expertise

- **Bachelor's degree in Civil Engineering, Construction Management, or related field**
 - Minimum 3–5 years of relevant experience in humanitarian or development settings
 - Knowledge of **AutoCAD, MS Project, and engineering design software.**
 - Strong experience in construction supervision and site management
 - Proficiency in BoQ preparation and basic design/layout planning
 - Experience working in transit centers, camps, or emergency contexts is an asset
 - Ability to work with Microsoft Word, Excel, Power Point and Outlook.
 - Strong organizational and problem-solving skills
 - Ability to work under pressure and respond to emergencies
 - Good coordination and communication skills
 - Attention to detail and commitment to quality
- Team leadership and supervision skills

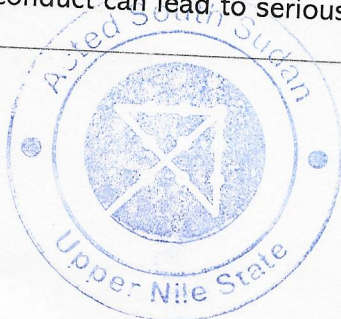
Key performance Indicators

- # of quarterly PSEA, safeguarding and protection-mainstreaming trainings delivered.
 - # of project activities reviewed for protection mainstreaming.
 - # of protection-monitoring visits conducted and reported.
 - # of protection concerns identified, referred and followed up.
 - # of beneficiaries' vulnerability, targeting and needs assessment supported
 - # of vulnerable households and persons with specific needs identified and prioritized.
 - # of new arrivals informed about available services and referral pathways.
 - # of Protection Working Group and coordination meetings attended.
- # of protection awareness sessions conducted.

Conditions

PSEAH requirement blurbs

- Acted has a zero-tolerance approach to sexual exploitation, abuse and harassment (SEAH) and strives to recruit those who share our values.
- All potential candidates will be subject to a pre-employment check that includes satisfactory references, screening, and criminal checks in line with legal requirements.
- All candidates who have been offered a position will sign and respect Acted's Code of Conduct and related policies as part of their work contract. All staff are expected to abide by the standards of behaviour outlined in those documents.
- Managers will have a special responsibility to foster a safe environment.
- Misconduct can lead to serious disciplinary sanctions.



WHILE ACTED REMAINS RELIANTLY AN EQUAL OPPORTUNITY EMPLOYER,
ACTED EQUALLY ENCOURAGES WOMEN TO APPLY.

How to apply

- Applications must be submitted in English, attached with a cover letter, CV with 3 professional referees, copies of certificates and recommendations, and three referees.
- Please send your application
 - In person: **Hand-deliver** to Acted Office in Renk
 - By e-mail: Please, in the subject line, write "**Construction Engineer- Renk**" and send to ssd.recruitment@acted.org.
- Application deadline is Friday 30th September 2026 by 4:30PM
- A detailed review of all applications will be conducted. Those who meet the criteria shall be contacted for the qualification assessments to determine final selection.

Please note that, as this position is urgent, shortlisting and interviews may be conducted on a rolling basis.



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