



JOB DESCRIPTION.

Position	CHIEF ENGINEER	Publication Date	16/09/2025
Location	MARIDI	Ending Date	03/10/2025
Duration	6 MONTHS	Starting Date	27/10/2025
Number of vacancy	1	Extension	SUBJECT TO PERFORMANCE & FUNDING
		Type of contract	FIXED-TERM

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. More on www.acted.org

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

Context of the position and key challenges

The Construction Engineer will be part of the ACTED Infrastructure team. They will be joining ACTED in year-1 of a 5-year project to engage construction contractors and implement the construction of infrastructure from Maridi, Ibba and Yambio Counties in Western Equatoria State. The Construction Supervisor and Infrastructure team work closely with the Project Coordinator and the Logistics representatives in ensuring correct implementation of the cost control and contract management.

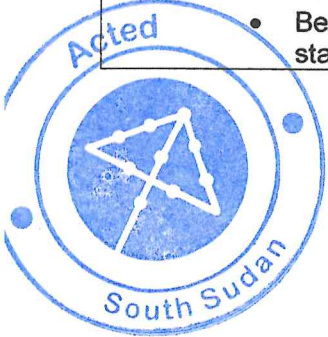
The Construction Supervisor needs to be experienced in running multiple Contractors spread over various sites, controlling costs, and be skilled in maintaining contractor relationships while being strong in contract implementation.

The Construction Supervisor must be proactive and a team player who understands and works to the humanitarian principles. As part of the Infrastructure team, they will contribute to project implementation strategy, systems, approaches, tools, and materials.

Key roles and responsibilities

1. Engineering development and Approach to infrastructure projects Implementation.

- Supervise the works on site in accordance with the contract documents and using the template and procedure established by the Infrastructure department.
- Assisting and providing inputs of technical aspect of targeted infrastructures construction with considering on gender-based violence and harm risk, as well as gender and disability inclusion.
- The Construction supervisor is responsible to forward the Employer's instructions to the Contractor in writing.
- Ensure the correct implementation of the works according to technical specifications, to designs and quality of materials and bills of quantities.
- Be responsible to closely monitor progress of works according to the workplan, evaluate status, resolve issues and/or pre-empt problems.



- Be responsible to closely monitor progress of works according to the workplan, evaluate status, resolve issues and/or pre-empt problems.
- The Construction Supervisor shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for conformity with the design concept of the Works and with the provisions of the Contract Documents.
- Check and test the completed works before they are covered by the contractor, taking photos.
- Inform the Project manager/Project Coordinator in a timely manner for alterations, additions and omissions and prepare all related documentation required, as per the contract terms and conditions and obtain approvals where needed.
- Prepare the weekly and monthly progress report or any other relevant progress report and Submit to project Manager.
- Supervise the design and site technical team assigned for the works of the projects, ensure the timely readjustment of the activities where needed and review the deliverables.
- Ensure appropriate filing of projects reports and supporting documentations as per ACTED requirement and maintain files of project information on weekly basis in systematic way for future analysis and dissemination.
- Check, record and verify quantities of works done on site and collect a photo note of every works items completed (before, during and after)

2. Implementation of contract mechanisms for contractors' through award, delivery of their works and close-out

- To clearly understand all of the implementing contracts and administer the contract mechanisms through clear communications to line managers, contractors and clearly drafted official letters for distribution.
- Maintain clear correspondence registers.

3. Chairing and minuting regular meetings with contractors'

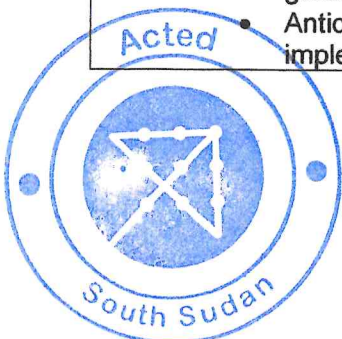
- Attend weekly, monthly, bi-weekly sites meetings and take minutes of meetings and keep all rassemblement minutes in project files.

4. Monitoring progress of contractors'

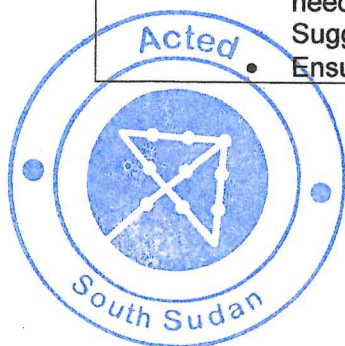
- Progress walk downs of construction sites for weekly and as required verification of progress. Clear tracking to be used to implement required directions to contractors to implement measures to maintain on schedule.
- Monitor the workplans progress in weekly basis and inform the supervisor/s for any deviation in a timely manner.
- Ensure that the daily records are kept on the site workbook, sign on the site workbook.
- Inform the supervisor/s of any problem which may arise with the Contractor and on site.

5. Project Implementation Follow-up

- Monitor the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation
- Report in regular project coordination meetings with project team.
- Ensure budget utilization and physical target achievements are monitored and maintained where possible as per work plan.
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts.
- Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards.
- Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation



- Raise early warning to Project Management team any risk items which could affect project delivery. Ideally also propose mitigation strategies.
- 6. Administration and Operational Management of Project Implementation**
- 6.1. Finance**
- Forecast monthly cash requirements of the project and submit to Infrastructure Project t manager where necessary.
 - Analysis of works completed to provide clear traceability of costs incurred at each site.
 - Maintaining costs and registers for all packages inclusive of possible variations and any items to be back charged to contractors
- 6.2. Logistics**
- Send accurate and precise order forms in a timely manner
 - Contribute to quality checks and procurement committees to finalise suppliers' selection according to applicable scenario
 - Confirm quality of material selection when applicable
 - Ensure a proper management and use of the project assets and stocks
- 6.3. Administration/HR**
- Contribute to a positive working environment and good team dynamics
- 6.4. Transparency**
- Ensure project records and documents are adequately prepared, compiled and filed according to ACTED procedures
 - Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures
- 6.5. Security**
- Ensure that security issues are followed as they arise, and are reported to Line Management
 - Ensure security guidelines are strictly followed.
- 7. External Relations**
- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
 - Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
 - Ensure that contact with beneficiaries is conducted in a sensitive and respectful manner
- 8. Quality Control & Quality Assurance.**
- Assess the activities undertaken and ensure efficient use of resources
 - Undertake regular sites Supervision to provide technical guidance and supervision as well as regularly monitor the progress of project activities
 - Ensure lessons learned are documented, shared and reflected in project planning and decision making
 - Advise on, and assist with, project reviews conducted by AMEU.
 - Ensure quality control, analysis of added value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development.
 - Identify and analyse gaps, ACTED's added value, synergies and opportunities in the areas the project(s) is / are implemented and pass relevant information to line management.
- 9. Environmental Safe Guard**
- Review the deliverables submitted by the health & safety Officer. Ensure that health & safety measures are adopted and followed to the full extent and with no deviation and if needed instruct additional safety measures and prepare weekly and monthly report. Suggest and instruct additional safety measures if needed
 - Ensure that the site is kept clean and tidy that all measures are taken for sites safety.



- In collaboration with Health Safety Environment Office (HES-O) to advise safety aspects to community and Stakeholders during construction process and after the targeted Infrastructures construction activities are completed.

10. Reporting

- a. Provide regular and timely updates on progress and challenges to supervisors and other team members
- b. Draft (internal) narrative reports and contribute to the development of financial reports through regular budgetary follow up.
- c. Contribute to drafting of (external) project progress reports, ensuring the quality and accuracy of technical information provided

Required qualifications and technical expertise

- Degree/Diploma in civil engineering, or related courses with relevant experience working in route areas/locations in South Sudan.
- Evidence of Construction skills supervision and approaches in managing multi-Civil Works.
- At least 3-5 years of experience in project implementation and construction, majority in the large construction preferably in a humanitarian context.
- Strong experience in construction supervision and contracts' management.
- Willingness to travel to different counties and governorates.
- Highly competent in MS Office (Word, Excel & PowerPoint, AutoCAD).
- A willingness to learn quickly, ask questions, and improve on his/her skills.
- Excellent communication, diplomatic and motivational skills with program staff, beneficiaries and other stakeholders in the areas of operation.
- He/she is committed to honesty and clarity, and expects the same from cash for work staff.
- Strong attention to detail, and ability to prioritize and problem solve in a fast moving, multi-sites environment.
- Demonstrate flexibility to work on unusual hours and cope with the pressure from emergency activities.
- Strong English is required with proficiency and local languages preferred.

How to apply

- To apply, please submit a copy of your resume/CV, copies of academic documents and motivational cover letter, clearly detailing all prior experience in the above field, roles and responsibilities for the position, and your personal outcome/achievements while in the position. This should be written in English and may be typed or handwritten.
- Please submit a cover page detailing your name, nationality, gender, level of education, location of residence, availability, and why you are interested in this position.
- Submit the above documents to the Acted Juba Office (Plot No. 137, Block No. AXII, Hai Malakal- Behind Keren Hotel) or via email to ssd.recruitment@acted.org, no later than 4:30pm CAT on 03rd Oct 2025. Please write the recruitment **reference** on any documents.

A detailed review of all applications will be conducted. Those who meet the qualification shall be contacted for a technical test. Those who pass the technical test will be called back for an oral interview.

Note: ACTED is an equal opportunities Employer, Female candidates are encouraged to apply.

