

TERMS OF REFERENCE

Position: Infrastructure Field Assistant
Position grade: G3
Number of Vacancy: 01
Duty station: Bentiu – Rubkona
Application start: 12/11/2024
Application end: 29/11/2024
Length of the contract: 3 Months with possibility of extension

Approved



[Signature]

OVERVIEW OF CTG GLOBAL

By Acting Director of Labour IDP

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

Under the direct supervision of the WASH Officers, and the overall supervision of the WASH Program Coordinator, the successful candidate will support urban water supply infrastructure construction activities in Bentiu and Rubkona towns, Malakal town and Wau town.

GENERAL FUNCTIONS

Organizational Context and Scope:

The overall aim of this WASH programme in South Sudan is to respond to current emergency due to flooding, conflicts, and Sudan Crisis situation, in terms of Water supply, sanitation and hygiene promotion.

The activities' locations will mostly be in remote field locations and the incumbent is expected to monitor multiple sites. The infrastructure types for 2023 construction may include:

- Water Supply: construction and installation of water storage tanks, water points and solar powered pumping systems, improvement of current water supply systems, safe drinking water distribution systems.
- Sanitation: construction of new or rehabilitation of existing Ventilated Improved Pit (VIP) latrines and Off-pit latrines.
- Primary Health Care Centres: Construction, renovation, or extension WASH facilities in health care centres.
- Traditional/civil Infrastructure: Construction, renovation, or extension of general facilities.

Responsibilities and Accountabilities:

- Support the implementation of WASH emergency and static activities in accordance with the Sphere Standards
- Monitor project implementation by undertaking constant visits to the areas of operation, checking that procedures, materials and tools meet quality requirements, and labour is properly utilized in compliance with the contract specifications.
- Prepare BoQs for general and WASH infrastructure, designs, and CAD drawings.
- Track construction quality and progress based on the requirements of the technical documents including scope of works, drawings, Bill of Quantities (BoQ)

- Prepare construction inspection reports including measurement and quantity calculations, daily labour usage, photos, documentation of change variances, and progress reports.
- Prepare Progress reports for Water supply activities, sanitation, and general construction ones.
- Liaise closely with the IOM Field team and WASH focal point to ensure the daily basis operation for WASH projects.
- Abide by the principles of a respectful work environment free of harassment and retaliation, and that promotes the prevention of sexual exploitation and abuse (PSEA).
- Perform such other duties as may be assigned.

ESSENTIAL EXPERIENCE

Education:

- Post-secondary training, certificate or degree in Civil Engineering, Water Supply, Architecture or other relevant discipline from a recognized institution is required.
- Exceptions can be made to outstanding incumbents with a High School diploma but with sound knowledge and experience working with water and sanitation infrastructure activities, with at least five years of relevant professional experience.

Work experience:

- Minimum 2 years of relevant professional experience in engineering or construction management of infrastructure projects
- Experience with managing contractors is required.
- Ability to understand civil and architectural drawings and enforce compliance on site is required.
- Ability to understand and implement WASH interventions is an asset.
- Experience with construction in remote field locations is an asset.
- Computer literacy in Microsoft Outlook, Word and Excel required, additional skills in CAD, GIS and data collection software is desirable.
- Experience with community participatory approaches is an asset.

Languages:

- Fluency in English and Arabic is required.
- Fluency in the local language/s is mandatory.
- Previous work experience and familiarity with the area is an added advantage.

Key competencies:

- Knowledgeable in single storey building construction together with Water, Sanitation and Hygiene (WASH) principles
- Ability to work independently with sound decision making skills
- Excellent oral and written communication skills

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address:

southsudan@ctg.org

Please make sure **the subject of your email states "Infrastructure Operations Assistant"**, or your application might be overlooked

In Juba – Please deliver to CTG Office in Rock City next to South Sudan Football association along Suk Mamur Road.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV*, *Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

Approved

J. Baya

