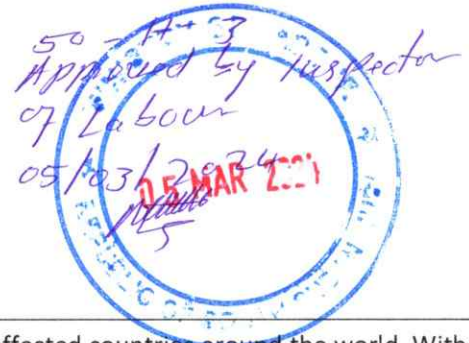


TERMS OF REFERENCE

Position: Construction Supervisor Assistant – 02
Duty station: Bor
Application start: 05 March 2024
Application end: 22 March 2024
Length of the contract: 6 Months with possibility of extension

**OVERVIEW OF CTG GLOBAL**

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

The Assistant Construction Supervisors will oversee the implementation phase of the project and be responsible for the overall implementation of construction activities. This includes but is not limited to working closely with other IOM supervisors, Contractor staff, and sub-contractors on planning and scheduling, and supervising of activities on the construction job site.

GENERAL FUNCTIONS

The construction supervisor assistant will be responsible to do the following tasks:

1. Coordination and supervision of all onsite project construction work.
2. Ability to inspect job sites, supervise and direct all Contractors to achieve project completion on schedule, within budget, per plans and specifications.
3. Regularly report to IOM supervisors/designate with updates on time.
4. Monitor and ensure project quality.
5. Receives, reviews and schedules work assignments, and ensures completion of tasks in a timely manner.
6. Always ensure strict compliance and adherence to Occupational Health and Safety (OSH) in different project sites by maintaining a safe work site and encouraging safe work practices.
7. Perform any other duties as assigned by the manager or the management.

Desirable Qualifications.

Certificate Diploma or University Degree in Civil or structural engineering with minimum experience in organizing and supervising construction work on the site for at least 2 years.

Experience

- Experience in concrete quality work supervision.
- Excellent written and verbal communication skills.
- Solid organizational skills including attention to detail and multitasking skills.
- Ability to plan and organize work, ability to keep written records.
- Ability to work and make decisions independently and resolve construction problems on site.





Skills

Good data analysis and report writing skills.

Proficient in MS Word, Excel, PowerPoint, Outlook, and other data analysis and data visualization programs.

Desirable Competencies

The incumbent is expected to demonstrate the following values and competencies:

VALUES – All staff members must abide by and demonstrate these five values:

Inclusion and respect for diversity: Respects and promotes individual and cultural differences. Encourages diversity and inclusion.

Integrity and transparency: Maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.

Professionalism: Demonstrates ability to work in a composed, competent, and committed manner and exercises careful judgment in meeting day-to-day challenges.

Courage: Demonstrates willingness to take a stand on issues of importance.

Empathy: Shows compassion for others, makes people feel safe, respected, and fairly treated.

CORE COMPETENCIES - Behavioral indicators – Choose a level.

Teamwork: Develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.

Delivering results: Produces and delivers quality results in a service-oriented and timely manner. Is action oriented and committed to achieving agreed outcomes.

Managing and sharing knowledge: Continuously seeks to learn, share knowledge, and innovate.

Accountability: Takes ownership for achieving the Organization's priorities and assumes responsibility for own actions and delegated work.

Communication: Encourages and contributes to clear and open communication. Explains complex matters in an informative, inspiring, and motivational way.

Behavioural

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.



- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.

Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential.

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 "Construction Supervisor Assistant and Specify the Location you are applying for (Construction Supervisor Assistant -BOR)"**, or your application might be overlooked.

In Juba – Please deliver to CTG Office in Rock City, Next to South Sudan Football Association, 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.

