



TERMS OF REFERENCE

Job Title: National Civil Engineer
Type of Contract: Outsourced, Project Based.
Locations: Various
Positions required: 20
Country: South Sudan
Deadline: 25/June/2024

Project Background:

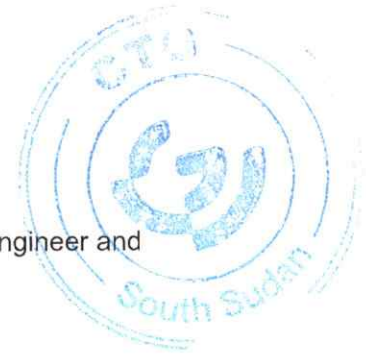
Within its strategic plan, the organization is actively involved in executing engineering and construction projects across South Sudan. These projects encompass a wide range of infrastructure developments, including buildings, roads, ports, airstrips, and water protection structures among others. These projects serve the needs of local communities, humanitarian efforts, and the organization's own interests.

Predominantly funded by donors, these projects require a steadfast commitment to delivering high-quality, sustainable solutions within specified timelines and budgetary frameworks. The organization's adherence to rigorous standards underscores its dedication to advancing infrastructure development and fostering positive community impact throughout the region.

About the Position:

The organization is seeking interested and qualified individuals for the position of Civil Engineer, hereinafter referred to as 'Engineer', on a full-time basis for the project duration. The Engineer will be engaged in engineering and construction project planning, assessments, designs, tender documentation, and site supervision, among other responsibilities.

During project execution, the Engineer, supervising the contractor and works, and in close collaboration and supervision of the Project Engineer, will be responsible for coordinating all site activities from mobilization to commissioning and handing over. The Engineer will ensure the project is delivered within the constraints of time, budget,



quality, scope, risks, and benefits, working closely with the Project Engineer and contractors.

Key Task and Responsibility:

Under the overall supervision of the Lead Engineer and direct supervision of the Project Engineer, the Engineer will inter alia be responsible for the following non-exhaustive tasks:

- 1) Managing and overseeing engineering and construction projects from start to finish, including ensuring quality & quantity control, health & safety, and environment compliance on site.
- 2) Conduct assessments and develop preliminary or detailed designs, involving the preparation, writing, and assembly of drawings, schematics, master plans, design calculations, reports, and technical specifications, adhering to international standards and codes.
- 3) Provide input in the development of project budgets and costs estimates to implement civil, structural, electrical, mechanical, or special systems within the projects.
- 4) Attend site and project meetings, prepare agendas and minutes.
- 5) Supervise construction works, providing guidance and direction to contractors and other entities on-site, ensuring compliance with design specifications, quality standards, and safety regulations.
- 6) Manage the site day-to-day, overseeing contractor progress and quality, supervising the labour force, and monitoring leased equipment to ensure output, work quality and timely completion.
- 7) Establish and maintain project performance monitoring, evaluation, and reporting procedures, up to project completion.
- 8) Provide input in the preparation of business cases for construction projects including financial analysis.
- 9) Ensure the quality of the works during design and construction.
- 10) Participate in design reviews (reading, interpreting and critique/comment on technical drawings, schematics, and computer-generated reports and giving advice and recommendation.

- 11) Liaising with all relevant stakeholders both internal and external to the organization to ensure a coordinated approach to infrastructure projects.
- 12) Ensuring that construction activities comply with design specifications and local regulations.
- 13) Collaborating with project Engineer, and contractors to address design or construction issues.
- 14) Conducting on-site investigations and analysing data (maps, reports, tests, drawings, etc.).
- 15) Preparing reports, proposals, and other documentation related to construction projects, as and when required.
- 16) Monitor project progress, ensure deadlines are met, and provide regular progress reports to project management.
- 17) Providing technical advice and guidance on civil engineering matters.
- 18) Keeping up-to-date with industry developments and regulations.
- 19) Quality Control: Conducting tests and inspections to ensure that materials and construction methods meet project requirements and industry standards.
- 20) Scheduling: Developing project schedules, coordinating resources, and ensuring that work is completed on time.
- 21) Documentation: Maintaining accurate records of project activities, including design changes, construction progress, and budget expenditures.
- 22) Acting as the main technical adviser on site and managing quality of contractor's work.
- 23) Confirming that the site contractual requirements are met including quality and quantity of work.
- 24) Ensuring all materials used and work performed are as per specifications.
- 25) Overseeing the selection and requisition of materials.
- 26) Liaising with the local authority, where exists, to ensure compliance with local construction regulations.





- 27) Maintain accurate records of daily activities, including labor, equipment, and materials usage.
- 28) Identify and report any issues or delays that may impact project delivery.
- 29) Collaborate with stakeholders to address concerns and ensure project goals are met.
- 30) Responsible for overseeing implementation of works by the concerned implementing agency/contractor according to the specifications, drawings, design and BOQ of the contract agreement.
- 31) Any other tasks as assigned by the project and/or Lead Engineer.

Essential Qualification & Experience:

- 1) At least a bachelor's degree in civil engineering from a recognized institute/University. At least 5 years of experience in a similar role involving project, construction, and site management responsibilities.
- 2) Working Experience: At least 5 years of professional experience in Civil Engineering including in engineering design and field execution of civil works of varied nature. The candidate shall have a proven record of performance in civil engineering works, including roads and buildings. The candidate should have experience in using the testing equipment used in such civil engineering construction works. Experience and capability to work in challenging environments for extended durations.
- 3) Computer Skills: The Engineer must have adequate knowledge and experience of working with AutoCAD and other similar engineering applications, MS Word/Excel/Power Point/Project and Internet based applications.
- 4) Knowledge of engineering standards and relevant legislation and statutory requirements
- 5) Strong skills in report writing, methodical approach, analytical abilities, attention to detail, organization, and negotiation.
- 6) Good communication skills. Proven capability of working in team.
- 7) Familiarity with international construction contract formats like FIDIC, contract management, and public procurement procedures, as well as international contracting and construction management practices.
- 8) Experience of working within the Humanitarian Community in the field.



- 9) Language: Fluency in English. Good communication skills. Proven capability of working in team.

Desirable Qualifications, Experience, Skills etc:

- 1) Post Graduate Degree in Civil Engineering or MBA, in addition to the essential qualification cited above, will be given preference.
- 2) Professional registration as "Professional Engineer", "Chartered Engineer", or recognised equivalent by an appropriate national or international regulatory authority is an added advantage.

Duration of Service:

The contract period aligns with the project duration. However, the Engineer's continuation beyond the project period depends on performance. The organization's decision in this matter is final.

Travel Requirements:

The Engineer will be required to undertake extensive field-visits for extended period as per the project requirements, with prior approval of the Supervisor.

Reporting and Performance Review:

The Engineer reports directly to the Project Engineer. Their service and performance are reviewed at the end of each project and before any contract extension.

Other Requirements:

- 1) Strict adherence to the values and code of conduct of the assigned organization.
- 2) Teamwork and relationship-building skills.
- 3) Communication skills.
- 4) Technical skills.
- 5) Attention to detail.
- 6) Ability to solve technical problems while adopting critical thinking.
- 7) Project management skills.



To apply for this role please send your CV and Cover letter most preferably by email to the address: southsudan@ctg.org

In Juba – please deliver your application to CTG office in Rock city near to South Sudan Football Associations.

IMPORTANT REQUEST

- Please make sure the subject of your email states “locations on Application”, or your application might be overlooked.
- Kindly avoid naming your CV as CV, Updated CV, by Job title or organization name

For hard copy deliveries kindly include position applied for on the envelope.

