

Job Vacancy Advertisement

Department: GFD
 Position: Construction Officer FFA (1 Vacancy)
 Contract duration: Six (6) months
 Location: Maban, Upper Nile State
 Eligibility: South Sudanese National only
 Opening date: 01 February, 2021
 Closing Date: 19 February, 2021



Background ACTED

ACTED is a French humanitarian NGO, founded in 1993, which supports vulnerable populations, affected by humanitarian crises worldwide. ACTED provides continued support to vulnerable communities by ensuring the sustainability of post-crisis interventions and engaging long-term challenges facing our target populations, in order to break the poverty cycle, foster development and reduce vulnerability to disasters. Our interventions seek to cover the multiple aspects of humanitarian and development crises through a multidisciplinary approach which is both global and local, and adapted to each context. Our 3,300 staff are committed in responding to emergencies worldwide, to supporting recovery and rehabilitation, towards sustainable development.

Job Purpose

The Construction Officer is responsible for implementation of FFA-infrastructure project component (construction of dykes and Haffirs). S/he will be responsible for successful delivery of civil & structural scope of the FFA project to high quality standards, determines design and practical technical solutions for the planning and implementation of external spaces including civil, structural, surveys etc. He/she will ensure timely and quality construction, line manage Construction Assistants and will coordinate the ACTED interventions within Maban County

CHAIN OF COMMAND

Under the authority of:

- FFA Manager

Line Management:

- Field Extension Workers.

WORKING RELATIONS

Internal:

- GFD department
- Coordination
- Other departments (AME, WASH, CCCM Logistics etc.)

External:

- Partners working in Maban (WFP, UNHCR etc.)
- Local Authorities (RRC, and County Ministry of Agriculture)
- Community leaders

Objectives

To support in assessment, design, planning and implementation of infrastructure projects undertaken by ACTED in Maban and ensure timely achievement of project targets and objectives.



Duties and Responsibilities

Main duties:

Assessments and Project design

- Responsible for planning project implementation (including activity, financial and procurement planning).
- Coordinate any assessment or survey (e.g. needs assessment) relevant to the program.
- Assist in development and design of new projects in Maban County.
- Take part in the strategic planning, scheduling, monitoring and assessments, and evaluation of ACTED infrastructure projects
- Investigate and facilitate introduction of new technologies for permanent infrastructures in the camps.

Community mobilization

- Utilize community based approaches in the implementation of construction/rehabilitation projects and ensure mobilization of the communities and community leaders for building materials, construction activities and maintenance of structures.
- Ensure implementation of training sessions in care and maintenance of camp infrastructures.
- Take a leading role in designing and implementing necessary awareness raising activities as part of the participatory process
- Creatively problem solve with communities and local authorities in providing construction solutions.

Direct implementation of activities

- Responsible for the implementation of the construction project activities directly implemented by ACTED in Maban county, providing technical guidance and oversight resulting in quality construction of permanent and semi-permanent structures (e.g. communal structures, schools etc.)
- Ensure that all project activities are in accordance with budgetary constraints and being implemented on schedule.
- Make sure that all ACTED procurement and logistics policies are followed.
- Partake in tendering and bid analysis for contracts for service delivery and materials.
- Ensure that construction/rehabilitation is in accordance with national quality norms and standards
- Visit/supervise ACTED construction sites on regular basis.

Team management

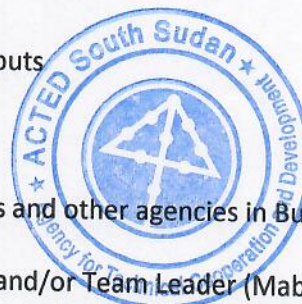
- Supervision of construction team, maximizing team-work and inclusive approaches to management.
- Line manage Construction Assistants.

Monitoring and Reporting

- Timely reporting, on a weekly and monthly basis, regarding all construction activities in Maban County (identifying gaps, risks and bottlenecks that can obstruct proper implementation of activities)
- Ensure documentation of project progress is ongoing and integrate sound M&E procedures in all aspects of the project.
- Prepare documentation for final handover and closure of project.
- To follow up project costs and budgets lines related to project outputs

General

- Represent ACTED at relevant coordination meetings
- Coordinate activities with beneficiaries, relevant county authorities and other agencies in Bunj as well as in the field.
- Any other assignment as may be required by the Shelter Manager and/or Team Leader (Maban).



Person Specification

- Bachelor's degree or Higher Diploma in Engineering or other relevant technical field.
- Work experience in planning, coordinating and execution of shelter and infrastructure projects, as well as community mobilisation programs for at least 3 years' experience in a camp setting is an advantage.
- Experience in the use of GPS for mapping.
- Proven ability to use MS Office software (especially Word and Excel) is essential and any Computer Aided Drafting (CAD) knowledge is an advantage.
- Language: Fluency in written and spoken English is essential; knowledge in Arabic and/or local languages is highly desirable.

Key Performance Indicators

- Number of assessments and construction designs undertaken
- Number of successful construction works undertaken
- Number of work plans and reports submitted per month.
- Number of beneficiaries who have participated in project activities
- Number of technical support visits conducted per month to construction sites.
- Number of meetings held with community and their leaders
- Number of meetings held with RRC and County department of infrastructure
- Number of completed & handed civil, structural & surveying project on time, safely, within project quality requirement and budget in all project.
- Percentage of the turnover of the FFA beneficiaries at the designated site(s).
- Distribution sheet, meal distribution sheets) available for designated site (s) activities.
- Zero recordable safety incidents in the designated project site(s).

Submission of Applications

Interested and motivated candidates are encouraged to submit their applications in English, together with copies of updated CV, cover letter, academic documents, National ID card and three references with their contacts to ACTED Country Office at Hai Cinema, Plot No. 64, Juba located behind Concord Hotel. You can also submit your application to Maban Field Office located behind UNHCR Office in Doro to Senior Human Resources Officer or by e-mail to juba.hrofficer@acted.org; or gendrassa.administration@acted.org

Please indicate the position you applied for clearly on your envelop, your contact address and names.

Female candidates are encouraged to apply.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful.

