

TERMS OF REFERENCE

Position: Project Assistant (Engineering)
No of Positions: 01
Position grade: G5
Duty station: Wau
Application start: 05/02/2025
Application end: 24/02/2025
Contract start: 01/03/2025
Length of the contract: 6 Months with possibility of extension



58. H. 3
 Approved
 5/2/2025

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

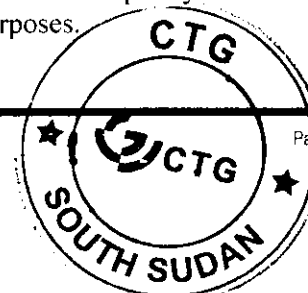
The position is to support IOM non-specialized sectors design and implementation of activities adheres to survivor-centered approach; as well as ensuring inclusion of different ages, genders, people with disabilities and other socially marginalized groups and whatever response is informed by a protection and gender analysis.

Under the overall supervision of Shelter and Settlement Unit Program Coordinator and direct supervision of the Project Officer, and in close coordination with the head of Su-office, working closely with durable solutions project officer, Site Planner, CCCM, TRU and WASH focal points in Wau the incumbent will be required to provide support to Shelter construction & rehabilitation, infrastructure and NFIs program activities.

GENERAL FUNCTIONS

The Project Assistant (Engineering) will be required to perform the following responsibilities:

1. Under the supervision and guidance of the Shelter National Officer/Program Manager, support the construction and rehabilitation of shelters, infrastructures and NFI interventions.
2. Support in technical assessments and analysis of the data collected to inform the implementation of Shelter and infrastructure activities (short and long-term) to respond to the needs of communities affected by conflict or natural disasters in in South Sudan.
3. Support community-based infrastructure and Disaster Risk Management activities
4. Participate in the design of the shelter and Settlement project interventions and support in preparation of bills of quantity/cost estimates for shelters, Infrastructure, and related construction activities
5. Support community engagement efforts that facilitate shelters construction (emergency & transition shelters) or rehabilitation of community 2infrastructure in a stipulated timeframe according to the Shelter cluster and IOM guidelines.
6. Accurate and timely reporting of shelter/NFIs activities and check that the construction quality standards meet the description in the design and SOPs for monitoring and evaluation purposes.



7. Liaise and coordinate with Logistics unit on the procurement process of construction services, tools and materials approved by the shelter and Settlement program as provided for in the IOM SOPs
8. Assist in technical monitoring implementation of shelter and settlement activities following instructions from Program manager and monitoring tools developed for the project management.
9. Verify constructions and activities are completed to a satisfactory standard and report status to the supervisor before final payment is authorized. Ensure that materials and tools are used in accordance with design, BoQ and the Program quality design, ensure their proper record keeping.
10. Liaise and Coordinate project activities with National Officer/Project manager in the areas of Disaster Risk Reduction and Management including but not limited to capacity assessment and institution building for Disaster management and enhancing local capacities for risk assessment and building risk knowledge
11. Support the mainstreaming of all cross-cutting themes including gender, climate change, resilience and protection.
12. Any other duties as may be assigned by the direct supervisor, Shelter and Settlement head of Unit and Program Coordinator.

REQUIRED QUALIFICATIONS:

EDUCATION:

- University Degree in Civil Engineering (construction) from an accredited institution with 3years of experience in humanitarian shelter programing or,
- A Diploma in Construction and equivalent trainings from accredited institutions accompanied with five (5) years and practical experience in humanitarian shelter, NFIs and infrastructure programming in South Sudan EXPERIENCE
- Work experience in rural/community development
- Extensive experience of construction and rehabilitation of buildings and civil infrastructure.
- Knowledge in local construction materials and technologies is required.
- Knowledge of alternate construction materials such as CSEB construction and passive techniques is an advantage.
- Ability to deliver trainings
- Computer literacy and report writing skills. Practical experience in the use of AutoCAD or other relevant infrastructure design software. Good interpersonal skills and willingness to work as a team member.

SKILLS:

- Good report writing skills.
- Good computer skills: knowledge of MS Word, Excel, PowerPoint, and email/internet software.

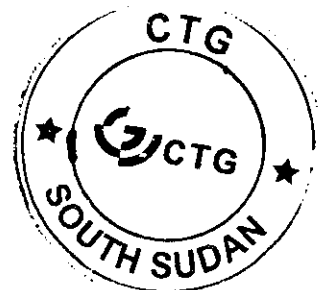
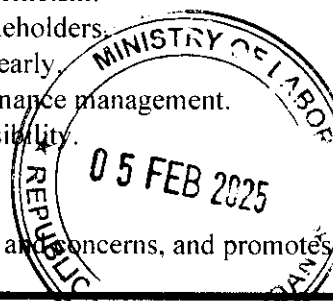
LANGUAGES Required

For this position, fluency in English and working knowledge of Arabic is required (oral).

Working knowledge of a local language is an advantage.

Desirable Competences.

- Takes responsibility and manages constructive criticism.
- Works effectively with beneficiaries and all 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.



- Displays awareness of relevant technological solutions.
- Ability to work independently with minimum supervision.
- High sense of confidentiality. Technical
- Executes Shelter and Infrastructure related 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 of Shelter and Settlement processes.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Demonstrates commitment to gender equality and prevention of GBV.
- Creates a respectful office environment free of harassment and retaliation
- Promotes the prevention of sexual exploitation and abuse (PSEA).

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, cover letter and copies of your academic documents, most preferably by email to the address: southsudan@ctg.org

Please make sure **the subject of your email states "Project Assistant (Engineering)"**, or your application might be overlooked.

IMPORTANT REQUEST

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

