



So-H-3
Approved
DIDG 2025
27/8/2025

Date: 27th August 2025

NON-RELOCATABLE JOB ADVERTISEMENT: Project Engineer (I) Warrap

Position:	Project Engineer
Base Location:	Wau with frequent field visits
Project:	<i>"Support for Resilient and Sustainable Health Systems in Tonj North County of Warrap State, South Sudan" (SURS)</i>
Reporting To:	Project Manager
Matrix-Line Manager:	Head of Programmes
Line Management Responsibilities: NA	
<p>Islamic Relief Worldwide, established in the UK in 1984, is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. We aim to help the needy regardless of race religion or gender and implement our work in the thematic areas of (1) Water, Sanitation and Hygiene (2) Food Security and Livelihood (3) Health and Nutrition (4) Protection and Inclusive Resilience for the conflict, drought and flood vulnerable people including the IDPs, Returnees as well as Host Communities. Islamic Relief has been working with communities in South Sudan since 2004 and currently seeks to recruit a dynamic and self-motivated individual for the position of Project Engineer to be based in Warrap Field Office but with 50% of his/her time spent in the field sites in Tonj North.</p>	
Role Purpose: <p>The post holder will specifically oversee and provide all functional aspects of construction, technical support to the infrastructure construction components of the project from design and procurement to supervision and contributing to reports. He/she will also ensure that the material and financial resources of the project are well managed in line with planned financial, grant management and other approved guidelines in close collaboration with the Programme Managers and other team members. He/she plays a technical leadership role within the project team, ensuring that construction works are delivered with high quality and meet recognized standards. He/she supports colleagues and works to ensure that broader sectors integrations with Health, Nutrition, Protection, and advocacy. He/she is expected to mentor and build the capacity of Islamic Relief and partners' staff. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. This is a challenging role in a complex environment for constructing health facilities, latrine, and other buildings. It requires a highly dedicated, experienced individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions while focusing on improving the current systems from knowledge and experience gained through at least 3 – 5 years' experience in this area. He/she represents Islamic Relief values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Islamic Relief, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.</p>	

KEY WORKING RELATIONSHIPS

The post holder has regular contact with the project manager and field staff, and other Project Officers and programme staffs.

SCOPE AND AUTHORITY



MAIN OFFICE

IR.SS. Along Unity Road
Plot No.54, Block B-xvi
Hai. Cinema, P.O Box 353
Juba South Sudan
Tel: 0922680304

WAU OFFICE

Hai Darajat
Tel: 0916287894
0929732333

WARRAP OFFICE

Along the Warrap - Akop Road
Tel: 0920522368

KAPOETA

Narus Compound
Diocese of Torit
Tel: 0925609594

Website: www.islamic-relief.org
RNC Reg No.051

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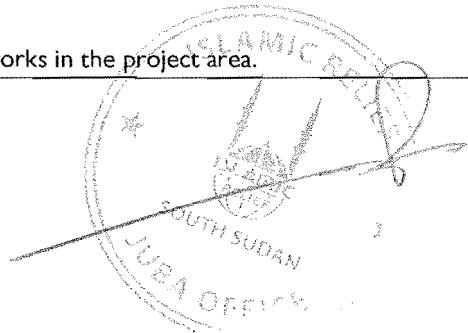
Scope of the Role:

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic Relief values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and beneficiaries. He/She is expected to uphold the Programme policies and follow compliance of core humanitarian standard and IRW compliance in the whole project management cycle (PCM) proactively. The post holder will be required to work closely with the project manager including other project staff as relevant. The Project Engineer is accountable for all infrastructure construction and rehabilitation works under SURS project.

KEY ACCOUNTABILITIES

Key Accountability I: Programme, Design/Quality, and Implementation:

- Conduct feasibility and environment assessment, design and preparing BOQs and drawings for specific construction works planned through the project
- In coordination with supply chain and other relevant project team, responsible for preparing, reviewing and administering contracts and infrastructure related components of the project.
- Develop and review of technical design documents of the project and recommend relevant modifications, if required, and ensure that the project plans, drawings or sketches are well understood by the implementing contractors/teams, provide implementation guidelines and give feedback as appropriate.
- Ensure that all construction related procurement plan are carefully developed and submitted to procurement unit and procurement requests (PR) are submitted in time as per the procurement plan.
- Conducts construction site handing over, make regular supervision to all construction project sites and evaluate the progress.
- Checking the contractors work schedule, crew formation and material delivery programme and commenting on its effectiveness regarding timely completion of the work without any logjams.
- Notifies any omissions, fault or deviation to the contractor and other concerned bodies to take timely corrective measures.
- Prepare daily duties/schedule in detail in the order of their complexity and supervise the construction works at all critical stages.
- Checking the quality of materials and workmanship for conformity with the requirements of the contract and provide site instructions as required.
- Approving of the contractor's work to proceed from one stage to another.
- Checking, correcting, and approving contractors Take-Off Sheet and Payment Request based on the measurements taken and submit to his supervisor/logistics unit.
- Taking responsibilities for the construction work and administration of the contract.
- Checking site daily dairies and schedules and evaluating weekly plans of the contractor.
- Take measure if the contractor performs his work less than the schedule as per the contract agreement.
- Carry on Recording, Documentation and Reporting of attainments and encounters on daily, monthly, quarterly bases as needed.
- Organize meeting with the contractor's staffs on regular basis (weekly, monthly and quarterly).
- Prepare monthly, quarterly and annual progress report and conduct provisional acceptance for completed projects
- Visit and assess proposed construction sites in project areas and make decisions based on consultation with the Project Manager, communities and concerned government officials as required.
- Work with the procurement team in outsourcing and contract administration for all the construction activities implemented by the project in different locations.
- Examine and process payment requests for construction works in the project area.

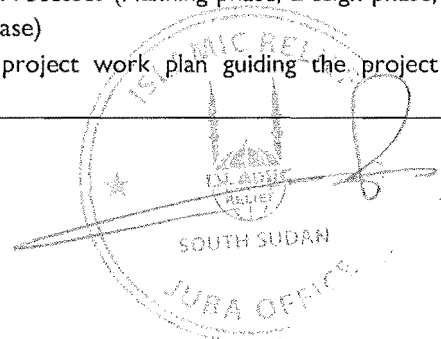


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- Keep record of federal and regional standard designs for Health and WASH and other rural infrastructure activities and adopt them as required.
- Establish a contract management database and keep updated record of progresses, also coordinate and supervise construction works to assure quality of construction.
- Work closely with procurement unit to ensure that contract values are within the available budget limit and keep record of payables (retentions) and receivables (advances) and inform all concerned timely for release and/or recovery.
- Ensure that the project plans, drawings or sketches are well understood by the implementation contractors/teams, provide implementation guidelines and give feedback as appropriate.
- Identify and organise procurement of locally available construction materials in close collaboration with the Project Manager and procurement team.
- Ensure effective and efficient use of all Islamic Relief's financial and material resources to keep costs to the lowest possible.
- Ensuring the materials and procedures employed by the workers are in accordance with the industry regulations.
- Lead the selection of sites, design of works and development of high-quality design documentation (drawings, bills of quantities - BOQ, cost estimates and specifications).
- Design and oversee the processes for supervision, quality assurance and community engagement on all construction sites to assure quality, timely and cost-effective delivery.
- Ensure that standard designs used for planning are developed and regularly updated with market prices and lessons learned to comply with relevant hazards and seasonal fluctuations.
- Handover the construction sites once contract agreement carried.
- Conduct regular field visit to check construction quality, progress, process and ensure all construction activities are completed on time.
- Prepare detailed workplan by considering seasonal calendar with contractors.
- Conduct field inspection, prepare inspection report, running bill report, completion report and defect liability assessment report as per need.
- Recommend the contractor payment as per progress of work by conducting necessary field checks and produce certification to meet compliance.
- Perform other duties as assigned by the supervisor
- Attend external meetings if/when assigned to represent Islamic Relief.

Key Accountability 2: Reporting/Monitoring/Assessment

- Review technical design documents for construction works and fully participate in the preparation and analysing tendering and contract administration processes.
- Prepare action plans jointly with project staffs and local government and other stakeholder for monitoring, review and periodic project reporting.
- Prepare monthly, quarterly, intermediate and final reports and submit to the supervisor
- Follow up on planning and implementation of all construction undertakings, review, and monitor the performance of construction companies for compliance with the contract agreements they entered with Islamic Relief.
- Review and examine construction payment requests.
- Review the status and progress of Islamic Relief's construction projects, including assessment of the construction work quality including design, and implementation processes.
- Actively participate in the construction projects management Processes (Planning phase, Design phase, Bidding phase, & Construction phase and Post construction phase)
- Ensure work plan relates closely to the regular updated project work plan guiding the project implementation and progress towards completion.



- Support programme manager in the preparation of timely programme and donor reports on project activities in compliance with internal and external requirements.
- Work closely with the MEAL team to put in place MEAL plan, ensuring this is linked to reporting requirements, and capacity build technical field staff in carrying out the work.
- Establish accountability mechanisms where Islamic Relief implements construction works and ensuring that feedback is incorporated into programme design and learning.
- Plan and be responsible for the weekly reporting of data to follow up the standard project and strategic indicators (number of beneficiaries, number and type of activities completed...)
- Lead the development of construction plans and master budgets and contribute to Islamic Relief's overall response strategy.
- Provide technical guidance and inputs where relevant to the PDQ and operations teams partners and conduct technical review of donor reports to ensure that the reports are of high quality from a technical point of view as per expectations in the project proposal.

Key Accountability 3: Capacity Building and Training

- Develop construction related learning needs assessment and capacity building plans for both Islamic Relief and partner's staff, linking capacity building initiatives to wider opportunities identified via coordination and networks.
- Build the capacity of relevant staffs through proper coaching and training.
- Provide technical advice, training and support to community-based structures where relevant to ensure that activities are carried out on timely manner and used sustainably.
- Oversee development of technical training material that will improve the different components of construction works within Islamic Relief.
- Participate in supportive technical supervision.

Key Accountability 4: Coordination and Integration

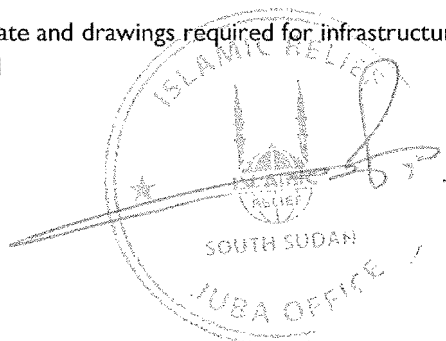
- Facilitate integration of construction works with hygiene promotion and community participation component, to ensure sustainability of the infrastructure built.
- Coordinate construction activities with other sectors of Islamic Relief to integrate activities in the same geographical area and for the same beneficiaries.
- Coordinate construction activities with other local actors (governmental and non-governmental).
- Ensure the integration of disability inclusion, gender, child protection, HIV, environment and other crosscutting issues to the design, implementation and development of construction activities, and ensure that activities consider the needs of specific groups and individuals, especially children, the elderly and persons with disability.
- Offer technical input aligned with Islamic Relief guidelines, positioning papers, and strategic priorities during coordination forums and technical working groups.

MINIMUM REQUIRED KNOWLEDGE AND EXPERIENCE

QUALIFICATIONS

- Master's degree in civil engineering from a recognized institution
 - Relevant Experience: Minimum of five years of experience in civil engineering related roles.
 - Previous similar experience in similar context is preferred.
 - Proficiency in design software such as AutoCAD/ArchiCAD, SAP, ETAB or similar and a high level of computer literacy (word, excel, ppt etc.)
 - High-level skill to prepare Bill of Quantity (BOQ), cost estimate and drawings required for infrastructures.
- Language Requirements: Fluency in English, and Arabic is required

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Accountability:

- holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Islamic Relief values
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- widely shares their personal vision for Islamic Relief, engages and motivates others

Collaboration:

- builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

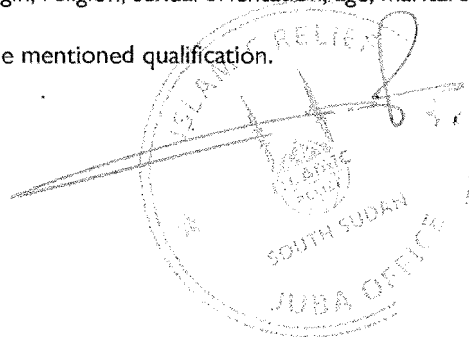
DESIRABLE

- **Ability to move freely and frequently to the field in Wau and Waarrap.**
- Previous experience working with international humanitarian organization.
- Familiarity with the Millennium Development Goals, Sphere Standards, Do No harm policy, Red-Cross/Red-Crescent Code of Conduct, Humanitarian Accountability etc.

Professional Standard.

- The IRW and IRW workers must adhere to the values and principles outline in IRW-standards for professional conduct. These are integrity, Services, and Accountability. In accordance with these values, the IRW operates and enforces policies on beneficiary of GBV from Exploitation and Abuse, Child Safeguarding, Anti-workplace Harassment, Fiscal Integrity.
- Gender equality: IRW is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including persons living with disabilities.
- Equal opportunity Employer: IRW is an Equal Opportunity Employer. IRW considers all application based on merit without regards to race, sex, colour, national origin, religion, sexual orientation, age, marital status, disability or any other characteristic by applicable law.
- This position is for South Sudanese National only with the mentioned qualification.

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How to apply

Interested candidates should submit their applications letter briefly describing a motivation for the position and highlight relevant experience, updated Curriculum Vitae (CV), National ID and copies of certified certificates to official email address: IRSS.recruitment@islamic-relief.com.ss or to **IRSS**

Warrap office not later than 17th September 2025 at 4:00 PM

Only shortlisted candidates will be contacted.

- Due to the urgency of these roles, Islamic Relief reserves the right to shortlist applications prior to the closing date.

Female candidates are strongly encouraged to join our work culture that empowers every employee to share ideas and take responsibility. At IRW, we think outside the box. We encourage ideas and give responsibility to all employees at all levels, to help solve the complex issues that we face. You will have many opportunities to be heard and take the initiative

