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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title : **Construction Officer**
Contract type : Temporary Appointment (TA)
Proposed level : **NO-1**
Duration : **One Year**
Duty Station : South Sudan (Wau)
Supervisor : Construction Specialist
Funding Source (WBS): 4040/A0/04/001/004, 4040/A0/04/002/004, 4040/A0/04/003/005; 4040/A0/04/004/004; 4040/A0/04/005/003
Grant and percentage of cover: Multiple Grants from Programs

PURPOSE

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The Construction Officer is to be used in small/ medium-size Country Offices (CO), or in larger size Country Offices where the role is part of a larger Construction team.

The Construction Officer reports to the **Construction Specialist** as per the Country Office (CO) set-up and is responsible for providing technical support to construction activities of the country office. The technical support on construction projects includes planning, support to procurement, as well as monitoring of construction works on site. The incumbent collaborates closely with UNICEF Programme/ Operations in defining construction interventions to meet programmatic needs and achieve results for children.

MAIN RESPONSIBILITIES AND TASKS

Summary of key functions/accountabilities:

1. Preparation of construction annual workplan
2. Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts
3. Preparation of design and technical documents
4. Support to procurement process
5. Monitoring of construction projects

Preparation of construction annual workplan

- Assist in preparing and collecting information required for the annual work plan on regular activities, ongoing projects and others in the pipeline

Collaboration with UNICEF Programme and coordination with Government counterparts

- Provide technical support in matter of construction project management to Programme/Operations sections; provide information to Programme on construction related activities to include them in their AWP.
- Provide assistance to Programme /Operations sections through involvement in construction project proposals, planning, and preparation of relevant terms of reference.
- Attend technical cooperation meetings; prepare PPT presentations on projects' progress; undertake follow-up actions in relation to project implementation and monitoring.
- Provide Programme/Operations sections with information on projects' progress; undertake appropriate actions to overcome technical obstacles, prepare reports on projects' progress.

Preparation of design and technical documents

- Draft the scope of construction works based on Programme/ Operations requirements, budget and site limitations; define deliverables and payment modality.
- Apply UNICEF norms and standards (child-friendly, accessibility, MOSS, MORSS, etc.) to construction projects, taking into consideration the local environment and available materials; verify if compliance with green building standards is required in coordination with DFAM Field Support Unit.
- Provide assistance in checking technical documents related to construction (design drawings, technical specifications and bills of quantities); verify whether they are clear, complete and compliant to programmatic and construction needs, eco-efficiency and accessibility requirements; undertake the actions required to endorse these technical documents by relevant ministries.
- Follow up with the design firms and government entities for obtaining all permits required for construction activities prior to initiating works.

Support to procurement process

- Assist Supply section in preparation of LPA requests and CRC submissions with supporting documents related to construction activities.
- Updated on regular basis the shortlist of potential construction companies and engineering firms available in the local market.
- Prepare tender documents in relation to construction works and engineering services; attend bidders' conference and present the technical components of the tender; draft answers on technical questions raised by the bidders during the tendering.
- Support Supply section in organizing bidders' conference and site visits; participate in the evaluation of technical proposals received and draft technical recommendation; if needed, provide support to Supply section on the analysis of financial proposals

Monitoring construction projects

- Participate in the kick-off meeting of construction works with the construction company, the engineering firm and relevant government counterparts.
- Provide close monitoring on construction activities by undertaking regular site visits and conducting regular technical meetings including joint monitoring with relevant Government technical services; follow up progress for each activity per milestones and review site

supervision reports to ensure work compliance with norms, standards, and timeline; verify quality and precautions on health and safety standards on ground.

- Use effective monitoring and supervision tools to ensure easy assessment of works quality, progress, and performance of engineering firms and construction companies during the entire duration of the project.
- Certify payments/variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity.
- Provide assistance to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc.; compile and archive project documents, minutes, correspondence, instructions, etc.
- Participate in the partial, substantial and final reception of works after verifying the correction of all defects during the DLP; prepare and issue relevant certificates.
- Prepare Contract Performance Evaluation; provide assistance to UNICEF Contract Administrator on contract close-out in VISION; draft the final completion report with the lessons learned.

MINIMUM QUALIFICATIONS AND COMPETENCIES

Education: A university degree is required in civil engineering, and or construction engineering.

Work Experience:

- A minimum of one (1) years of relevant experience, at the national and/or international levels, in project monitoring, site supervision, quality assurance and/or other directly related technical fields is required.
- Understanding of development and humanitarian work.
- Emergency experience is an advantage.

The competencies required for this post are:

i) <u>Core Values</u>

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) <u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.