

## Construction Manager

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Company: International Rescue Committee

Location: Kakuma

Category: other-general

**Requisition ID:** req50881

**Job Title:** Construction Manager

**Sector:** Operations

**Employment Category:** Fixed Term

**Employment Type:** Full-Time

**Open to Expatriates:** No

**Location:** Kakuma, Kenya

**Work Arrangement:**

### Job Description

Kakuma Refugee Camp is located in the Northwestern part of Kenya in Turkana County. The Camp hosts over 140,000 refugees from twenty-two different nationalities with South Sudanese being the largest group at followed closely by Somali at It is worth to note that the camp has received an influx of asylum seekers from South Sudan fleeing from the current political instability from the beginning of last year, which has led to significant increase the camp's population.

The IRC has been operating in the camp since 1992 and from January 1997, it took over the management of the entire health sector and it is currently the sole agency providing comprehensive health care services to refugees. The IRC implements programs in Clinical services, Nutrition, Community health, Reproductive health, women empowerment, and protection, GBV, HIV/AIDS and protection mainstreaming and safe programming.

The Construction Manager will directly lead to implementing all Civil/Building and WASH-

related construction-related activities in Kakuma, Dadaab, Nairobi, and Turkana host community programming. The activities will focus on design and construction/rehabilitation building facilities, construction of sanitation facilities, water supply, sewerage, and wastewater systems at all IRC facilities in the health facilities and staff accommodation areas. In undertaking these roles, the position holder will always establish a strong coordination and collaboration with other sector managers/coordinators, supply chain team. The manager will establish external coordination with other collaborators implementing similar construction activities in all IRC areas of operation to learn standard processes and harmonized approaches to these activities. Also ensure appropriate and quality delivery, of all building/civil WASH construction activities including routine/periodic maintenance, general rehabilitation to acceptable engineering standards and to the satisfaction of the end users.

This position will support all aspects of technical assessments/evaluations, architectural designs, detailed technical working designs and specifications, cost estimates, development of tender documents, bid evaluations, tender adjudication, general contract supervision and management of all IRC construction projects/activities. The Manager (or designate Construction Supervisor/WASH Officer) will be the lead technical liaison between IRC and partners (including contractors) on all matters related to construction and will also be expected to work alongside other sectors to ensure efficient integration of construction activities that contributes towards user satisfaction within the confines of available resources. The Manager will collaborate with the Deputy Director Operations on all construction related matters and to the Deputy Director Programs on all WASH programming matters.

### **Key Responsibilities**

#### **Program:**

Overall responsibility for the management of building/civil engineering and WASH construction activities for the Kenya program providing the requisite technical expertise.

Responsible for all technical assessments/evaluations of all buildings/civil engineering and WASH facilities/structures (including sanitation, sewerage, and wastewater systems) at all IRC facilities/staffing accommodation areas, community-level programming and generation of findings, engineering solutions and associated estimated costs.

Responsible for all architectural designs, technical working designs/drawings, specifications and all required tender documents related to building and civil engineering construction at all

IRC facilities and staff accommodation areas, covering both new and existing facilities to be rehabilitated.

Working with the field Construction, WASH and other program staff, design and plan construction related activities geared towards achieving planned delivery and accurate completion of building/civil engineering and WASH projects both for new and existing facilities being rehabilitated/repaired.

In charge of generation of cost estimates based on designs and BoQs that reflect local context, innovativeness and appropriate technologies that ensure cost-effectiveness.

Responsible for overall contract management of construction projects, which includes contractor supervision/supervision of artisans, quality control checks to ensure alignment to required standards and codes of practice.

Contribute and support the DDO/DDP and the Grants Unit in the design of new construction activities including development of new proposals and budgets for the Kenya program.

### **Capacity Building:**

Strengthening the capacity of field staff on projects implementation through close supervision of works being carried out, to ensure quality in delivery.

Mentoring, and training of incentive staff carrying out different construction-related trades and construction related activities within the country program.

### **Reporting:**

Working with field teams, support all reporting (daily updates, weekly, and monthly) related to all construction activities being implemented in the Kenya Country program as will be required.

Compiling technical assessment/evaluation reports including technical reviews of the same when called upon.

Responsible for timely and proactively highlighting any anticipated work/project delays/challenges and proposing solutions to meet deadlines.

Working with field teams, support the development of realistic, logical, and practical internal

IRC project specific work schedules for all IRC construction projects including broader/top line construction projects plans.

Working with field teams, support filing all tender documents, all correspondences between IRC and contractors, site notes (including daily site logs) in hard and soft copies during the entire contract period for each specific project being implemented.

### **Coordination:**

Under the guidance of the Snr FC/DDO/DDP collaborated closely with other partners and local authorities within at National and County level on all building/civil engineering and WASH construction related issues regularly to ensure coordination and effective process of activities.

Ensure a strong, strengthened engagement/liaison with other IRC sectors on all aspects of building/civil engineering and WASH construction activities!

Represent IRC in all Construction Coordination forums at National and County level when called upon.

### **Supply Chain and Finance:**

Generation monthly cash forecasts based on planned construction activities to the Finance Office in a timely manner.

Support monitoring of monthly expenditure specific to construction activities, review the BvA with the Finance team, Grants Unit as appropriate to ensure burn rates/expenditures are consistent with the work plans set.

Support Supply chain teams in tender adjudication process through pre-tender site visits when required, technical evaluation of bids submitted by interested contractors, and site hand over to winning contractors for civil/building and WASH construction projects to be carried out by IRC.

Collaborate with Supply Chain team in generating and tracking orders (POs, Contracts, PRs) and making internal requisitions of stock/material for construction-related activities.

Ensuring construction materials procured meet required specifications, are received on site (or where required), kept safely and stocks of the same always supervised to ensure no stock out and that there's prudent used to minimize wastage.

Support and/or responsible for the certification of works completed, sign off all interim and final completion certificates on behalf of IRC for all projects.

### **Qualifications**

Degree in Civil, or Building and Construction, or Water, or related Engineering field.

Experience implementing civil engineering/building and WASH construction activities in a relief setting, remote locations/areas or ASAL areas.

Practical experience in tender adjudication, contractor supervision, and general construction contract management.

Strong organizational and interpersonal skills.

Strong oral and written communication skills.

Strong skills in partnership management, external engagement and representation skills.

Experience with appropriate technologies, innovation, good engineering analysis, and judgment

Computer literate (good application of word processors, spreadsheet, database, outlook, Engineering CAD software applications – at least either ACAD or ArchiCAD)

Cultural and diversity sensitivity, commitment, and an understanding of the values of IRC and the principles of equal opportunities.

Comfortable to work in a remote environment.

Previous practical emergency response experience.

**Standards of Professional Conduct:** The IRC and IRC workers must conform to the values and principles outlined in the IRC Way – Code of Conduct. These are Integrity, Service, Accountability and Equality. In accordance with these values, the IRC operates and implements policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Harassment-Free Workplace, Fiscal Integrity, Anti-Retaliation, Combating Trafficking in Persons and several others.

**Gender Equality & Equal Opportunity:** IRC is an Equal Opportunity Employer, and we value diversity at our organization. We do not discriminate based on race, religion, color, national origin, sex, gender, age, marital status, veteran status, disability status or any other

characteristic protected by applicable law. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform job functions, and to receive other benefits and privileges of employment. Please contact us to request reasonable accommodation.

**Kenyan nationals are encouraged to apply. International allowances are not available for this position. Salary and employee benefits are compliant to the Kenyan NGO Sector. Disclaimer:**

**Please take note that International Rescue Committee (IRC) does not ask for any fees in connection with its recruitment processes.**

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