

Project Manager, Construction Engineer at Plan International

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Plan International was founded over 75 years ago with a mission to promote and protect the rights of children. The organisation was set up by British journalist John Langdon-Davies and refugee worker Eric Muggeridge in , with the original aim to provide food, accommodation and education to children whose lives had been disrupted by the Spanish Civil War.

THE ROLE

The Project Manager, Construction Engineer for Ezakaso and GANA project, is responsible for the successful initiation, planning, design, execution, reporting, management of the budget, monitoring and evaluation for the project. S/He is responsible for, implementation and scheduling of the Construction projects.

The incumbent will be responsible for establishment of relationships with key stakeholders at National and County level. The role will ensure that all the project activities and outcomes are aligned to realizing Plan International Country Strategy and project specific goals. The role will entail coordination of all Plan Kenya project team and implementing partners to ensure synergy and integration of project interventions in Kilifi. The role will require good understanding of the interface between the software project elements and the hardware infrastructure to enable realization of the project goal.

He/She will be responsible for Project Management of an Integrated program whose goal is to provide through a five-pillar approach, a revitalised safe and engaging learning environment where boys and girls can be healthy, learn, play and thrive. S/He will ensure

proper planning of all construction projects and oversee their implementation in a timely and cost-effective manner. Quality standards are key in this deliverable.

He/She will supervise a team of two Project Officers, while ensuring an integrated interface of the project components namely Education, Health, Water and Sanitation, Nutrition, Income training and Empowerment.

MANAGEMENT SCOPE, REPORTING LINES, KEY RELATIONSHIPS

Key relationships

Internal

Kilifi Program Unit program team

Director of Program Implementation and Quality

Supply Chain Manager

Procurement, Logistics and Administration Coordinator

Technical Advisors

Functional departments Heads at KCO

External

Line Ministries e.g. Public Health, Public Works, Department of Children Services, Ministry of Gender, Education, Youth, Interior and Coordination.

County Government

Partners organisations including Public and Private institutions

Civil society organizations

Youth Led organisations

Community Based Organisations

Donors

LEVEL OF CONTACT WITH CHILDREN

Mid-level: Medium level of interaction with children

PHYSICAL ENVIRONMENT

Typical office environment with frequent visits to project field locations

ACCOUNTABILITIES AND MAIN WORK ACTIVITIES

Project Planning – 20%

Participate in and provide technical /engineering input and budgets for proposals with construction components.

Develop technical drawings and Bills of Quantities (BOQ) for required Construction to guide procurement of construction services.

Ensure that the proposed infrastructure meets the objectives of the interventions and comply with all the regulatory requirements.

Advise on good environmental practices and controls at construction planning and during implementation to mitigate environmental impacts of the works.

Project Implementation -20%

Review and recommend construction designs for approval and ensure these are in line with government standards.

Review existing plans for accuracy and quality — and where possible suggest technical changes.

Participate in procurement of construction related works, from tender preparation to evaluate and ensure adequate technical consideration are in place before award of construction contracts.

Review and recommend all changes and adjustments and ensure these are warranted.

Ensure compliance with Plan International Safety policies and procedures in construction and implement site safety and hazard assessments for all sites.

Ensure constructions are implemented in compliance with donor rules and regulations.

Certify the completed works for payments.

Provide overall management on the implementation of the software integrated components of the project (Education, Health, Water and Sanitation, Nutrition, Income training and Empowerment)

Technical Construction project oversight – 30%

Oversee and direct construction projects from conception to completion

Review the project in-depth to schedule deliverables and estimate costs

Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations

Coordinate and direct the contractor and subcontractors in line with the terms of the contract and construction best practice

Select tools, materials and equipment and track inventory

Meet contractual conditions of performance including ensuring construction projects are implemented within the agreed timeframes.

Review and document the construction works progress periodically.

Prepare internal and external reports pertaining to job status as required

Proactively anticipate and mitigate against risks and resolve any emerging issues that may arise during the construction

Support in the negotiate terms of construction contracts, draft contracts and timely acquisition of permits and licences that are required before, during and after the construction project is completed

Analyse, manage and mitigate risks including escalating any significant risks identified during the construction period

Ensure quality construction standards and the use of proper construction techniques

Contract Management, Monitoring, Supervision, and Reporting- 20%

Manage constructions contracts and ensure these are delivered within budget, time and quality (standard specifications).

Manage relations with contractors on behalf of PLAN INTERNATIONAL from inception to closure, ensuring that all parties adhere to the provisions of the contract.

Lead review performance review of contractors as part of Procurement Committee

Document any breaches by contractors and escalate to management accordingly.

Supervise and follow up constructions to ensure timely, cost effective and quality delivery of the works.

Supporting and liaising with PLAN INTERNATIONAL contractors to ensure good quality work standard are done as per the specification, requirement and standard of PLAN INTERNATIONAL & its funding agency.

Monitor and track constructions across all PLAN INTERNATIONAL field sites to ensure timely, cost effective and quality delivery of the works.

Supervisee and Ensure PLAN INTERNATIONAL construction supervising staff conduct regular monitoring and supervision field sites, and these are documented.

Verify completion and standards by signing completion certificates.

Provide regular and periodic updates and reports on construction work as required by Plan International.

Safeguarding Children and Young People (Safeguarding) and Gender Equality and Inclusion (GEI) 5%

Understands and puts into practice the responsibilities under Safeguarding and GEI policies and Plan International's Code of Conduct (CoC), ensuring that concerns are reported and managed in accordance with the appropriate procedures.

Leads the orientation of programme staff to ensure that they are properly inducted on and understands their role in upholding Plan International's safeguarding and GEI policies;

Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in project design, during implementation and as principles applied in day-to-day work of Programme team;

Ensures that Plan Kenya contributes to Plan International's global efforts to ensure safeguarding and GEI, including making sure that relevant reporting and data are submitted.

Requirements

LEADERSHIP COMPETENCIES

Courageous in taking a lead, focussed on Plan International's purpose and making the most effective contribution within my own work context.

Behaves in line with our values and safeguarding practices, inside and outside work.

Challenges own attitudes, unconscious bias and behaviour and speaks up when they see wrong doing, especially by those who use their power over others to create fear or abuse.

Understand and adhere to the policies, processes, practices and standards relevant to own work and keeps their knowledge and skills up to date.

Honest and efficient in use of resources, including own time.

Takes responsibility for own performance and development: reflecting; seeking and listening to feedback; learning from mistakes; finding people or resources to help them learn.

Constructive and optimistic in facing setbacks, challenges and change, using own initiative to analyse issues and improve things.

Good team player, communicating effectively and being open and supportive towards those around them.

BUSINESS MANAGEMENT COMPETENCIES

Understands relevant sectoral context including how the sector operates in terms of funding and governance and awareness of Plan's purpose, values, and global strategy

Manages legal and reputational risk including risk assessment, communication, risk management and reporting in full compliance with riskrelated standards, including in areas such as Child and Youth Safeguarding and Protection, Gender equality and inclusion, Counter Fraud, Safety and Security

Managing activities and resources including skills in strategic thinking, planning and organising, financial planning and monitoring, negotiation and programme and project management

Managing people and information including skills in assessment and coaching, evidencebased management, communication skills, both speaking and writing, and digital working, including personal digital skills

Managing resources and delivery: Knows the resources required for their role. Manages their own workload, avoiding under or overcommitting to delivery activities; Works according to a budget and uses the relevant financial systems.; Works according to principles of data protection; Understands how information is used for reporting and decisions making; Seeks to continually improve personal working practices.

Programme and project management: Aware of the programmes that Plan International delivers directly and through partner organisations. Aware of the programme and project management procedures relevant to their role.; Complies with financial procedures and controls relevant to their role; Seeks opportunities to reflect on and learn from all work.

Digital working: Identifies ways to use digital to improve the effectiveness of work activities. Understands how digital enablers can contribute to achieving Plan International's purpose. Utilises the digital tools available in line with privacy and safeguarding guidelines.

Evidencebased management: Understands the importance of highquality data and the implications of poor data. Understands what data Plan International needs to inform decisionmaking. Interprets a range of sources to inform evidencebased decisions relevant to their role.

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

Bachelor of Science in Civil Engineering, Construction Management, Architecture, Engineering or related field

At least 7 Years' proven working experience in construction management

3 Years in a leadership/managerial role

Advanced training and knowledge of construction management processes, means and methods

Expert knowledge of building products, construction details and relevant rules, regulations and quality standards

Understanding of all facets of the construction process

Familiarity with construction management software packages

Leadership and human resources management skills

Excellent time and project management skills

Desirable

Managed construction projects end to end.

Project Management experience that includes software aspects of community development

Master's degree

Languages required

Excellent written and verbal communication skills in English. Knowledge of Kiswahili, desirable

Knowledge

Participatory community development processes

Experience in regular report writing.

Strong interpersonal skills and ability to work as part of a team, as well as independently.

Flexible and able to work in a dynamic and diverse environment.

Skills

Computer Aided Design

Development of BoQs

Basic computer skills including Microsoft Word, Excel Outlook and PowerPoint.

Excellent leadership and planning skills.

Ability to write clear concise reports and skills to negotiate with/ advise contractors.

Fluency in written and spoken English.

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