

<b>TEMPORARY APPOINTMENT: Construction Specialist</b>	
UNICEF Malawi is seeking to engage a temporary appointment to provide technical support and advice to the development, implementation, monitoring, evaluation and reporting of construction related activities in response to programme needs.	
<b>Engagement contract</b>	Temporary Appointment
<b>Post Level</b>	NOC
<b>Location</b>	Lilongwe
<b>Duration</b>	364 days
<b>Supervisor</b>	Supply and Procurement Manager

## 1. ORGANIZATIONAL CONTEXT

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, advocacy and 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 — will allow all children to fulfil their potential and lead to sustained growth and stability in 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 supporting nations’ equitable development.

**Strategic office context:** The UNICEF Malawi Country Programme (2024-2028) works through a One-UN approach based on the new United Nations Sustainable Development Cooperation Framework (UNSCDF) Strategic Priorities. 2024-2028). All four strategic priorities of the UNSCDF2024-2028 hold significance to UNICEF and the priorities identified for children: i) Economic Development, ii) Governance, iii) Human Capital Development, and iv) Climate Change. UNICEF co-leads the further elaboration and results in developing the Human Capital Development strategic priority. The intent of the UNICEF CPD 2024-2028 is fully aligned with these priorities, which are also directly linked to the pillars of Malawi Vision 2063 and the Malawi Implementation Plan (MIP, 2030).

## 2. PURPOSE OF THE JOB

The incumbent will function in a matrix management structure, where there will be a matrixed reporting line. The incumbent will report directly to the Supply and Procurement Manager and provide technical support to the WASH section under the matrixed supervision of Chief WASH. The Construction Specialist is responsible for providing technical guidance, operational support and coordination of construction activities throughout all stages of construction projects. The management of construction projects includes planning, designing, contracting, as well as overseeing and monitoring of construction works and public infrastructure projects on site. These projects include, but are not limited to, water supply systems, sanitation facilities, solar power installations, public healthcare facilities, educational institutions, and Early Childhood Development Centers. The incumbent collaborates closely with UNICEF Programme/Operations and key global, regional and country partnerships in analyzing and defining construction interventions to meet programmatic needs and achieve results for children and provides technical and advisory support to Government and partners on construction project management.

The Construction Specialist will furthermore play a key role in setting technical specifications for all civil engineering activities related to construction, rehabilitation, and expansion projects. He/she will also be responsible for developing contract terms to ensure the best quality services and materials are provided according to UNICEF construction guidelines. The Construction Specialist will support the Chief of Supply and Procurement and site engineers in developing the most effective, resilient, and climate-smart construction solutions for the supported communities.

## 3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

The Construction Specialist is expected to provide technical support as part of the Supply and Logistics team and in close partnership with the Operations, Health, WASH, ECD and Education sectors, as well as with counterparts and partners with a specific focus on the following elements, but not limited to:

### 1. Project Planning and Design

- Collaborate with UNICEF programme/operations teams to define construction project scope and technical requirements.
- Develop technical studies, schemes, bills of quantities, and all technical documents for construction projects.
- Review and validate project designs, ensuring compliance with international standards, local/national regulations, and UNICEF's specific requirements.
- Conduct site assessments and feasibility studies to determine the suitability of locations for proposed construction activities.
- Provide technical input and guidance during the design phase, including the preparation of architectural and engineering drawings and construction plans.
- Develop technical terms of all contracts, documents, and framework agreements of civil and construction activities.
- Ensure that policies and guidelines as laid down by UNICEF and the Government of Malawi manuals and policies are always adhered to.
- Assist the Chief of Supply and Procurement in preparing construction-related purchase requests.

- Provide technical support to Supply section with preparation of local procurement authorisation (LPA) requests and contract review committee (CRC) submissions with supporting documents related to construction activities.
- Conduct surveys to identify potential construction companies and engineering firms available in the local market; prepare terms of reference required for establishing local Long-Term Arrangements for engineering services (design and site supervision).
- Prepare tender documents in relation to construction works and engineering services; attend bidders' conference and present the technical components of the tender; prepare answers on technical questions raised by the bidders during the tendering.
- Support Supply section in organizing bidders' conference and site visits; conduct the evaluation of technical proposals received and prepare the evaluation report; provide support to Supply section on the analysis of financial proposals.

## **2. Construction Management:**

- Support the site engineers in supervising the implementation of the civil works (rehabilitation of infrastructure and any construction works).
- Provide guidance in the day-to-day management of construction activities, ensuring adherence to approved plans, specifications, and timelines.
- Coordinate with contractors, suppliers, and other stakeholders to ensure the smooth execution of construction projects.
- Implement quality control procedures to ensure the use of appropriate materials, workmanship, and adherence to safety standards.
- Monitor the progress and performance of construction activities, identifying and addressing any issues or delays that may arise.
- Monitor the progress of construction works against the approved work program and report to UNICEF on a timely basis.
- Prepare and maintain detailed project documentation, including site diaries, progress reports, and change orders.

## **3. Compliance and Quality Assurance:**

- Ensure that all construction activities comply with UNICEF's environmental and social safeguards and relevant local laws and regulations as well as UNICEF procedures and guidelines for construction.
- Implement and monitor quality assurance processes to ensure construction projects meet the required standards and specifications.
- Conduct regular site inspections and audits to verify compliance with health, safety, and environmental standards.

## **4. Budget and Cost Management:**

- Prepare and manage project budgets, keeping costs within approved limits.
- Review and approve contractor invoices and payment requests, ensuring accuracy and compliance with contract terms.
- Identify and manage risks related to project costs, proposing mitigation measures as needed.
- Provide regular financial updates to the contract manager and other stakeholders.
- Ensure compliance with all donor requirements.

#### **5. Capacity Building and Training:**

- Provide technical training and capacity building to local contractors, site supervisors, and community members involved in the construction process.
- Promote sustainable and innovative construction practices that align with UNICEF's goals and objectives.

#### **6. Reporting and Documentation:**

- Prepare and submit regular progress reports to the contract manager of requisitioning section, including detailed updates on project status, risks, and issues.
- Maintain accurate and up-to-date project documentation, including contracts, design drawings, technical specifications, and inspection reports.
- Ensure compliance against all donor requirements, including timely quality reporting, as applicable to the project.
- Ensure all project documentation is appropriately archived and accessible for future reference.
- Document and share key lessons and recommendations based on the performance of specific contractors to help improve the quality of other construction projects.

#### **7. Support any other tasks related and necessary to construction activities at the request of the Programme Team.**

### **4. QUALIFICATIONS**

#### **Education:**

- An advanced university degree in Civil Engineering is required. In addition, candidates must hold the necessary and valid licenses to legally practice in Malawi.

*\*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an advanced university degree*

#### **Experience:**

- A minimum of 5 years of relevant professional work experience is required in construction engineering, focusing on WASH, healthcare facilities, and/or school construction projects is required.
- Proven experience in designing, construction and rehabilitation of public infrastructure is essential.
- Working with NGOs, Government or within the UN system on Construction Projects. is an asset.
- Background and/or familiarity with emergencies is considered an asset.

#### **Expected technical knowledge and skills:**

- A strong understanding of structural mechanics, materials science, geotechnical engineering, and other relevant disciplines is required.
- Problem-solving, decision-making skills and innovative solution development skills are important.

- Strong knowledge of construction industry standards, best practices, and local regulations is required.
- High skills in dealing with office packages (especially Excel) is required.
- High level of engineering designing programs (AutoCAD, SAP, Revit) will be an asset.
- Ability to apply knowledge of scientific and engineering principles to ensure projects are functional, safe, sustainable, and environmentally friendly is required.

**Language:**

- Fluency in English, both verbal and written, is a requirement.

**5. COMPETENCIES**

**Core Values**

- Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

**Core Competencies**

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others.