



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Construction Officer**
Supervisor Title/ Level: Programme Manager
(Infrastructure)/P4
Organizational Unit: Programme unit
Post Location: Burundi, Bujumbura

Job Level: **Level 2**
Job Profile No.:
CCOG Code: **1BO6**
Functional Code: **FMG**
Job Classification Level: **Level 2**

II. Organizational Context and Purpose for the job

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.

Job organizational context:

The Construction Officer GJP 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.

Purpose for the job: The Construction Officer reports to the Programme Manager (Infrastructure) 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.

III. Key function, accountabilities and related duties/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**

1. **Preparation of construction annual workplan**

- Help develop the annual work plan for the construction activities; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- Assist in prepare and collect information required for the annual work plan on regular activities, ongoing projects and others in the pipeline.

2. **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.

3. 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 designing firms and government entities for obtaining all permits required for construction activities prior initiating works.

4. 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.

5. Monitoring of 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 easily 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.

IV. Impact of Results

The ability of the Construction Officer to provide support to the Programme Manager (Infrastructure) successfully plan

and monitor construction activities for UNICEF programme/ Operations, and directly impact on programmatic goals and results for children. This in turn contributes to maintaining/ enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable programme results for children.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Skills

- Good analytical skill and negotiating skills;
- Ability to manage and monitor the effective use of resources;
- Ability to supervise and direct a team of professional and support staff working on construction projects;
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization;
- Fast learner, adapts and responds to change, tolerates ambiguity;
- Ability to contribute to formulation of strategies and policies;
- Good knowledge of latest developments and technology in construction industry;
- Good understanding of construction project cycles, from programme needs assessment, through planning, procurement and contracting, monitoring the execution of work and evaluation of project outcomes;
- Good knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction project.

VII. Recruitment Qualifications

Education:	A university degree is required in in civil engineering, construction engineering, architecture or other relevant area.
Experience:	<ul style="list-style-type: none">▪ A minimum of two (2) 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 an advantage.
Language Requirements:	Fluency in French & working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.