



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

### I. Post Information

Job Title: **Construction Manager**  
Supervisor Title/ Level: **Chief Supply and Logistics / P5**  
Organizational Unit:  
Post Location: **Kinshasa-DRC**

Job Level: **Level 4**  
Job Profile No.: 112448  
CCOG Code:  
Functional Code: **SUP**  
Job Classification Level: **Level 4**

### 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:

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

#### Democratic Republic of Congo

Despite its vast physical size and limitless natural resources, the Democratic Republic of Congo (DRC) is one of the poorest countries in the world, ranking 175th out of 189 countries in the 2015 human development report. Child poverty is widespread, particularly in conflict-affected and hard-to reach areas. According to a recent UNICEF study, 80 percent of children aged zero to 15 years old experience at least two major child rights deprivations. Despite sustained growth in recent years, the size of DRC's economy remains far too small to provide enough government revenue to meet the basic needs of the population, children.

Construction/rehabilitation of social infrastructures (classrooms, health centers, vaccines storage facilities etc....) are important part UNICEF program implementation in the country. Internal technical unit is required to ensure quantity insurance of theses social infrastructures building.

Under the technical guidance of the Chief Supply and Logistics , the Construction Manager will be responsible for coordinating social infrastructures construction activities in the Country Office.

The key purpose of the post is to provide the Construction Unit with technical leadership and management capacity for construction/rehabilitation projects for the benefit of the various Country Program activities, in close coordination with UNICEF program sections as well towards Operations Section requirements.

The Construction Manager will be responsible to ensure that all parties under the contractual obligations meet their tasks and responsibilities as efficiently and effectively as possible, delivering the services as established in the contract.

She/he will manage the implementation of procurement processes and elaborate the Statement of Works and solicitation documents in conjunction with the Programme Sections, ensuring full compliance within UN/UNICEF rules, regulations, policies, guidelines and strategies.

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

#### **Summary of key functions/accountabilities:**

- 1. Planning**
- 2. Oversight**
- 3. Management**
- 4. Innovation**

#### **1. Planning**

- Ensures that ongoing and forecasted construction activities are planned as per time, budget and quality expectations, and that necessary resources and processes are in place.
- Advise and support program sections and field offices with the identification and planning of their construction activities, participate and review construction related components in proposals, and ensure feasibility and fitness for purpose.
- Contribute to the elaboration of country office planification tools such Annual Supply plan, Annual management plan, risks matrix etc... by giving technical guidance and valuable inputs.
- Contribute to the preparation of the Country Programme recommendation by drafting relevant sections of CPSS, PSS and other documentation ensuring accuracy and consistency with established rules and regulations.

#### **2. Oversight**

- Ensures UNICEF's monitoring of all construction related activities, assess local conditions and resources, oversee the completion of UNICEF outputs, and ensure the appropriate level of stakeholder's management and policy compliance throughout the project lifecycle, including monitoring the flow of supply and non-supply assistance.
- Under the guidance of the Chief Supply, be responsible for the development and implementation of identification, appraisal, and selection mechanisms for technical partners, supplies and equipment, for construction activities.
- Evaluate and analyze financial and supply reports to ensure appropriateness of documentation, expenditures are within allotments, data is consistent with PIDB. Report to the Supervisor and/or Head of Office the outcome of reviews.
- Ensure that UNICEF norms and special requirements for construction of social infrastructures and office building are followed for project implementation and rules and regulation of construction service contracting are also used.
- Undertake technical capacity evaluation of NGOs and advise program and Project review committee for potential prestation of civilian society organization for construction projects.
- Participate to the market assessment for construction industry recruit and retain valuable construction company and influence the market with new construction solution.

#### **3. Management**

- Manage a team of professionals in the field of construction at country level, ensure that all team requirements are met such as PER, on the job training and self-development. Where necessary, support the performances of staff by implementing a PIP.

- Attend technical cooperation meetings and undertakes follow-up action and coordination related to construction/rehabilitation activities undertaken by UNICEF in DRC.
- Ensure the communication with Government technical departments to ensure they involvement in technical decision and approval of new projects design, technical documents and innovative construction solution.
- Enable team to perform and achieve set objectives and agreed delivery performances, as established by Chief Supply.
- Drafts relevant sections of planning and reports (required for donors, management, annual reports, etc.).
- Supervision and annual technical and/or administrative evaluation of country construction team.

#### 4. Innovation

- Under the guidance of the Chief Supply, Drive innovation through the development of prototypes for the benefit of Programme Sections: Design construction solutions and conduct evaluation activities in support of the entire UNICEF office.
- Compile and update list of best practices in construction and design, contribute to the development of UNICEF policy in terms of construction activities and share findings with partners, service providers, national counterpart, and other stakeholders.
- Select and compile training and orientation materials for those involved in programme implementation, including donor and media visits.

### IV. Impact of Results

- More economic approaches to construction projects through better analysis of the requirements and adapted strategies.
- Better understanding of construction market segment and more efficient utilization of the construction market.
- Improved service deliveries of suppliers.
- Improved implementation monitoring and timely remedial actions and solutions to avert delays in deliverables.
- Availability of tailored contract management tools, guidelines and manuals for the local context.

### V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

#### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

#### Core competencies

- Communication (II)
- Working with people (II)
- Drive for results (II)

#### Functional Competencies:

- Leading and supervising (II)
- Formulating strategies and concepts (II)
- Analyzing (II)
- Applying technical expertise (II)
- Planning and Organizing (II)
- Relating and networking (II)
- Coping with set-back and pressure (II)

### VI. Skills

- Ability to resolve difficult, complex and sensitive situations often under pressure.
- Ability to initiate and manage change in a diverse environment.

- Ability to clearly and concisely express ideas and concepts in written and oral form.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to supervise and direct a team of professional and support staff.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Strong communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Strong knowledge of latest developments and technology in supply chain management.
- Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Strong understanding of construction management processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Strong overall knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics and risk management of supply chain operations.

## VII. Recruitment Qualifications

Education:	Advanced university degree in civil Engineering, architecture and other similar in Construction industry. Knowledge in WASH will be a good asset.
Experience:	Minimum of ten years of professional work experience in construction with a focus on capacity building, design, cost, supervise, training/mentoring, communication, program monitoring and evaluation, some of which would have been in development work.  Experience in private sector, development and humanitarian contexts is an added advantage.  Experience in emergency response management highly desirable.
Language Requirements:	Fluency in French and English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.