



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

### I. Post Information

Job Title: **Construction Manager**  
Supervisor Title/ Level: **Deputy Representative**  
**Programme, P5**  
Organizational Unit: **Coordination**  
Post Location: **Burundi, Bujumbura**

Job Level: **Level 4**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
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.

The Burundi CO has just started a new CPD in 2024. The Construction Unit is slated for a strategic realignment with governmental aspirations for comprehensive systems development, transcending mere construction to include sustainable infrastructure development. The Construction manager along with his/her team focuses on infrastructure in education as well as health and supports the office wide priorities including Early childhood development as well as the climate resilience agenda. The CO is also exploring the possibility of building a UNICEF office and the manager will closely engage with the Deputy Representative Operations on this.

#### **Job organizational context:**

The Construction Manager GJP is to be used in a large size Country Office (CO) running large-sized construction activities.

**Purpose for the job:** The Construction Manager reports to the Deputy Representative Programme as per the Country Office (CO) set-up and is responsible for managing the construction activities of a large-sized country office. The management of 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 and provides technical and advisory support to Government and partners on construction project management.

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

Summary of key functions/accountabilities:

1. **Management of construction unit**
2. **Collaboration with UNICEF internal stakeholders (Programme and Operations) and coordination with Government counterparts and CSOs**
3. **Preparation of designs and technical documents**
4. **Support to procurement processes**
5. **Monitoring of construction projects**

## **1. Management of construction unit**

- Develop the annual work plan for the Construction unit; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- Ensure effective and efficient management of the Construction unit human and financial resources; ensure appropriate staffing deployment and timely recruitment according to project's needs.
- Supervise and coach unit staff; conduct weekly unit meetings; ensure clarity of roles and responsibilities. In collaboration with the Construction Unit in Supply Division, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.

## **2. Collaboration with UNICEF internal stakeholders (Programme and Operations) and coordination with Government counterparts and CSOs**

- Provide technical backstopping and support in matter of construction projects' management to Programme sections and Operations.
- Participate in the planning of construction activities and establish close collaboration with Programme sections through involvement in construction project proposals, and preparation of relevant terms of reference and advise adequate strategies of implementation in line with safeguarding UNICEF's interests.
- In collaboration with the Government counterparts, develop and produce innovative cost-effective construction designs using local construction materials; compile and update list of best practices in construction and building design.
- Attend steering and technical cooperation meetings; prepare PPT presentations on projects' progress; undertake follow-up action and coordination related to project implementation and monitoring.
- Keep Programme sections informed of projects' progress and obstacles; draft relevant sections of project reports required for donors, management, annual reports, etc.

## **3. Preparation of designs and technical documents**

- Prepare the scope of construction works based on program requirements and site assessment; define deliverables and payment modality.
- Advocate and support the application of UNICEF norms and standards (child-friendly, accessibility, greening, MOSS, MORSS, etc.) to construction projects, taking into consideration the local environment and available materials.
- Ensure technical documents (design drawings, technical specifications and bills of quantities) are clear, complete and compliant to programmatic requirements; ensure endorsement of these technical documents by relevant ministries and governmental entities as appropriate.
- Ensure all permits required for construction activities are obtained prior to initiating works.

## **4. Support to procurement processes**

- Liaise and coordinate with Supply section to prepare LPA requests and CRC submissions with supporting documents related to construction activities.
- Conduct surveys to identify potential construction companies and engineering firms available in the local market; participate and lead exercises aiming at developing a pool of pre-qualified construction companies to increase cost effectiveness in the solicitation processes; contribute to the establishment of local Long-Term Arrangements for engineering services (design and site supervision).
- Prepare the terms of reference and other tender documents for selecting construction companies and supervising firms; attend bidders' conference and present the technical components of the tender; answer technical questions raised by the bidders during the tendering.
- Conduct the evaluation of technical proposals received and draft the evaluation report; provide support to Supply section on the analysis of financial proposals including reviewing the accuracy of arithmetic calculations of the financial proposals.

## **5. Monitoring of construction projects**

- Organize the start of construction works in coordination with the construction companies and the engineering firms.
- Ensure overall follow-up to construction activities by undertaking regular site visits, conducting regular technical meetings, monitoring progress and ensuring work compliance with norms, standards, and timeline.
- Ensure effective monitoring and supervision tools are developed and implemented, to enable monitoring and

analysis of contract performance easily undertaken and ensure that contractors and engineering consultancy companies are working in compliance with contractual terms and conditions.

- Certify payments and variations; monitor construction expenditures and submit financial status reports on construction activities.
- Co-manage construction contracts and provide support to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc.
- Organize and participate in the partial, substantial and final reception of works after verifying the correction of all defects.
- Ensure contract close-out in VISION along with completed Contract Performance Evaluation; Prepare and submit the final completion report and lessons learned to the Construction Unit (SD).

#### **IV. Impact of Results**

The ability of the Construction Manager to successfully plan, manage and oversee the effective and efficient management of construction activities for UNICEF Programme, and directly impact on program 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 program 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 (2)
- 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)

\*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

- 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 human resources;
- Ability to supervise and direct a team of professional and support staff;
- The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning;
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required;
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions;
- Advanced 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;
- 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 construction industry;
- Strong understanding of construction project cycles, from programme needs assessment, through planning, procurement and contracting, monitoring the execution of work and evaluation of project outcomes;
- Strong overall knowledge and understanding of UNICEF programme, public procurement principles, financial and legal aspects of construction issues, ethics and risk management of construction projects.

## VII. Recruitment Qualifications

Education:	<p>An advanced university degree is required in in civil engineering, construction engineering, architecture or other relevant area, or relevant first-level university degree (Bachelor's) in conjunction with a valid relevant professional certification is required.</p> <p>A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with additional two (2) years of relevant work experience may be taken in lieu of an advanced university degree.</p>
Experience:	<ul style="list-style-type: none"><li>▪ A minimum of eight (8) years of relevant experience, at the national and/or international levels, in project management, site supervision, quality assurance and/or other directly related technical fields is required.</li><li>▪ Understanding of development and humanitarian work.</li><li>▪ Emergency experience an advantage.</li></ul>
Language Requirements:	<p>Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.</p>