



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

I. Post Information

Job Title: **Construction Specialist**
Supervisor Title/ Level: Supply & Logistics Manager Level 4
Organizational Unit: Supply & Logistics Unit, Operations
Post Location: UNICEF Zambia Country Office (Lusaka)

Job Level: **Level 3**
Job Profile No.:
CCOG Code: **1B06**
Functional Code: **FMG**
Job Classification Level: **Level 3**

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 Specialist 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 Specialist reports to the Supply & Logistics Manager as per the Country Office (CO) set-up and is responsible for the coordination of the construction activities of a medium-sized country office with a substantial construction and WASH portfolio. The management of construction and WASH 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. **Preparation of construction annual workplan**
2. **Collaboration with UNICEF Programme 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

- Contribute in the development of 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.
- Prepare and collect information required for the annual work plan on regular activities, ongoing projects and

others in the pipeline.

- Coordination of Construction team human and financial resources; ensure appropriate staffing deployment and timely recruitment according to project's needs.
- Supervise and coach team; conduct weekly team meetings; ensure clarity of roles and responsibilities. In collaboration with the Construction Unit in Supply Division and DFAM Field Support Unit, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.

2. Collaboration with UNICEF Programme and coordination with Government counterparts

- Provide technical backstopping and support in matter of construction and WASH project management to Programme/ Operations sections and Government counterparts; contribute with Programme sections in developing child-friendly community infrastructure development program proposals; 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; analyze the project context and suggest the appropriate implementation and procurement modality.
- 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 actions in relation to project implementation and monitoring.
- Provide Programme/Operations sections with information on projects' progress; undertake appropriate actions to overcome technical obstacles; draft relevant sections of project reports required for donors, management, annual reports, etc.
- Build UNICEF and partner capacity to manage construction and WASH projects.

3. Preparation of design and technical documents

- Prepare 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.
- Check 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

- Provide technical support to Supply section with preparation of 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; 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.

5. Monitoring of construction and WASH projects

- Conduct the kick-off meeting of construction and WASH works with the construction company, the engineering firm, relevant programme colleagues and government counterparts.
- Provide close monitoring on construction and WASH 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 easily ensure assessment of works quality, progress, and performance of engineering firms and construction companies during the entire duration of the project; apply multi-layered approach to construction supervision and quality assurance; use documented hold and inspection points, where applicable.
- Certify payments/variations and compile supporting documents; monitor construction expenditures and progress certificates; prepare and maintain relevant table for each construction activity.
- Provide support to UNICEF Contract Administrator on contract management, amendments, variations, duration extensions, applying liquidated damages, etc. Ensure all documents/information required for contract management are available, complete, and properly archived.
- 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 support to UNICEF Contract Administrator on contract close-out in VISION; prepare the final completion report and lessons learned for submission to the Construction Unit (SD) and AMS/NYHQ as necessary.

IV. Impact of Results

The ability of the Construction Specialist to provide support to the Supply & Logistics Manager, successfully plan, manage and oversee the effective and efficient management of 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)

*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 resources;
- Ability to supervise and direct a team of professional and support staff working on construction projects;
- 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 them;
- 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 civil engineering, construction engineering, construction management, 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><i>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.</i></p>
Experience:	<ul style="list-style-type: none"> ▪ A minimum of five (5) years of relevant experience, at the national and/or international levels, in construction and contract management, site supervision, quality assurance and/or other directly-related technical fields is required. ▪ Understanding of development and humanitarian work, including capacity development of partners and UNICEF staff. ▪ Emergency experience an advantage.
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>