

VA_CONSTRUCTION SPECIALIST P3, FT NIAMEY NIGER

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, a Champion!

How can you make a difference?

Niger is a landlocked Sahelian country with a population of 19.2 million people, more than half of whom are under the age of 15. Almost half of the population is also poor, despite a reduction in the poverty rate over the past decade. The indicators are particularly alarming for women and children. Through its 2022-2026 Country Programme, UNICEF is working for the full realization of children's rights and the reduction of disparities, with the aim of achieving equity. The country's programme is structured around six components: child survival, nutrition, education, child protection, communication for development, and social policy, planning, monitoring and evaluation. UNICEF operates from the capital, Niamey, as well as in three area offices. UNICEF is supporting the relief and development efforts of the Government of Niger.

The Construction Specialist reports to the Supply & Logistics Manager/P4 as per the Country Office (CO) set-up and is responsible for the coordination of 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.

Key function, accountabilities and related duties/tasks

- 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 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 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 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

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 projects

- Conduct 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; 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.

If you would like to know more about this position, please review the complete Job Description here:

To qualify as an advocate for every child you will have...

Minimum requirements:

- **Education**

An advanced university degree is required in civil engineering, construction engineering, architecture or other relevant area.

- **2. Work Experience**

- A minimum of five (5) 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.
- Understanding of development and humanitarian work.

Background/familiarity with Emergency.

3. Language Proficiency

Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Desirables:

- Developing country work experience and/or familiarity with emergency.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

The UNICEF competencies required for this post are...

- (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
- (8) Nurtures, Leads and Manages People

Familiarize yourself with [our competency framework](#) and its different levels.

This position has been assessed as an elevated risk role for Child Safeguarding purposes as it is either a role with direct contact with children, a role that works directly with identifiable children's data, a safeguarding response role, or an assessed risk role. Additional vetting and assessment for elevated risk roles in child safeguarding (potentially including additional criminal background checks) apply.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of measures to include a more diverse workforce](#), such as paid parental leave, time off for breastfeeding purposes, and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

Remarks:

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable **female candidates and persons with disability** to apply.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions before taking up an assignment with UNICEF.

UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).