

POSITION	Construction Specialist
REPORTS TO	Head of Program Operations
LOCATION	Nairobi
DIRECT SUPERVISEES	None
RELATIONSHIPS	All departments to ensure seamless flow of HFH programme and operations processes
CATEGORY	New
DATE	08-2018

Job Purpose

Habitat for Humanity Kenya (HFH-K) is seeking to recruit a construction specialist specialized in design and supervision of civil construction works as well quality assurance of constructions. The Construction Specialist will report to the Head of Program Operations. S/He will support the Regional Program Coordinators in ensuring quality construction activities are well monitored, meet the required Quality Assurance and Quality Control specifications as envisaged in the construction work plan and in the documentation of construction progress reports. The job holder will work with construction site supervisors and community development Officers in the respective regions.

Key Responsibilities

- Ensure that all civil construction activities within the designated areas are well planned, coordinated and be able to utilize all available resources in coordination with the Regional Coordinators and other project managers in directing and supervising all involved site personnel and subcontractors.
- Leads and ensure all work groups are properly guided, in close cooperation with the Project Manager, in assembling and controlling the required resources (manpower, equipment, materials and tools required) to start and sustain the work efficiency and productivity until the completion of the project.
- Inspects work in progress to ensure conformity with Quality Assurance / Quality control specifications and requirements, Industry Codes, Standards and Procedures, and provides technical advices to resolve problems.
- Advises in determining and procurement of tools and materials to be delivered at specific times in order to conform to the workloads, plans and schedules.
- Discusses and reviews with Regional Coordinator the project Key Performance Indicators to determine accurate status of the project, making tactical decisions for allocating resources, and assigning resource requirements, to maintain project on target.
- Review progress reports from on the Construction and forwards to Regional Coordinator and the Senior Projects Officer for corrective actions if project becomes behind schedule or over the budget.
- Performs department on-boarding and induction relevant to procedures, guidelines, policies, etc.
- Complies with the highest level of health, safety and zero accident during all stages of project execution and pro-active with safety groups and subcontractors to promote safe and hazardous free work within the designated area.
- Support and assist with skills training programs (if required), with the aim of increasing artisans skills.
- Discharge other functions as may be delegated.

1. Design Services

- The construction specialist is required by the programme to design buildings and associated infrastructure for individuals, communities and institutions. The construction specialist shall abide by all the necessary standards and shall produce the following specific deliverables in relation to each package or part of the

work as appropriate:

- Site Investigation / Condition report
- Concept site layout and budget cost estimates
- Architectural, structural, civil works, landscaping, electrical, sanitary and specialist services working construction drawings for each building or structure including, but not limited to:
 - Site Plans
 - Floor Plans
 - Elevations
 - Sections
 - Assembly Details
 - Door and Window Schedules
 - Schedule of Finishes
 - Any other drawings required to enable the proper construction of the works
 - Schedule of Activities and detailed bill of quantities for inclusion in the project bid document.
 - Support in the preparation of required tender documents to bidders
 - Assistance with tender evaluation through representation on the bid evaluation committee.
- In addition, the specialist shall:
 - o) Attend all meetings with the project teams as required and requested.
 - p) Provide general and specific design and technical advice in relation to the construction works.
 - q) Any other duties in connection with construction works reasonably requested by the Head of program operations.

2. Construction Supervision Services

- The specialist shall produce the following specific deliverables in relation to each project as appropriate:
- Assist project team, contractors and the community in the implementation of the infrastructure component of the programme to ensure that the implemented works proceed to their satisfaction and that any foreseen difficulties are resolved early.
- General liaison with the contractor to administer the contracts awarded
- Inspection of all construction materials and methods to ensure they accord with the requirements of the contract documents.
- Inspection and approval of all civil works stages prior to execution by contractor
- Issuing of instructions to the contractor with respect to the construction of the works.
- Assessment of Contractor's payment claims and issuing of payment certificates.
- Issuing of monthly construction progress reports.
- Co-ordination, inspection and issuing of Practical Completion Certificate

3. Reporting

- The construction specialist shall be responsible for preparation and submission of reports and documents, as needed for the projects and to the satisfaction of Heads of Program Operations, project committees and state partners requirements, which will include but not limited to the following:
 - 1. Inception reports
 - 2. Monthly progress reports.
 - 3. Quarterly progress reports.
 - 4. Practical Completion report.
 - 5. Hand Over reports.
 - 7. Project Analysis and Review report.
 - 8. Any other report deemed necessary by the Regional Programme Manager

KEY PERFORMANCE MEASURES / INDICATORS

- Quality oversight on the constructions taking place at regional level.
- Documentation of evidence on various stages of the construction cycle.

QUALIFICATIONS

- A bachelor's degree in Civil Engineering
- Preferably Licensed Engineer

KNOWLEDGE, SKILLS & ABILITIES REQUIRED

- Knowledge of civil and structural codes and
- Negotiation and influence skills.
- Strong analytical, research and report writing skills as well as excellent presentation and facilitation skills.

EXPERIENCE

- With minimum 5 years significant Industrial, commercial, residential construction experience, with at least 5 years as Construction / Site engineer.
- Practical experience in managing large construction projects.
- Understanding of other disciplines like Electrical, Mechanical, Piping, Instrumentation, Electronics & Communication from site activities point of view.
- Knowledge and understanding of best practice monitoring and evaluation systems and procedures
- Experience in supporting programme staff and partners to work with communities in a sensitive and participatory manner.

OTHER INFORMATION

- Ability to work long and odd hours, including weekends
- Confidentiality
- Honesty
- High levels of integrity