

JOB PROFILE

Job Title: Construction Coordinator
Place of Work: Muzaffarabad/Mansehra
Grade:
Reports to: Construction Manager
Line management responsibility: Yes
Budget Responsibility: None
Child Protection Level: 2
Name & Signatures :
Date :

Name of Manager & Signatures:
Date :

Job Summary

On October 8, 2005, Pakistan was struck by a massive earthquake, of 7.6 on the Richter scale. In terms of physical infrastructure damage, around 6165 government schools were affected, out of which 5690 were primary and middle schools leaving an estimated one million children without a proper school facility. As compared to an average estimate of 67% damage to facilities and infrastructure, 95% of total institutions in AJK have been fully or partially damaged.

Save the Children seeks an onsite Construction Coordinator, to provide overall management of the construction sites in Muzaffarabad and Mansehra through supervision of work being carried out by the construction teams.

Job Purpose

The post-holder will be responsible for ensuring that the technical directions are given to site teams in terms of surveys, area identification, technical designs and ensuring that the contractors complete work as per the specifications. Thorough checking of construction material being used for the buildings in coordination with the site teams is another area of responsibility. Through effective supervision of contractors and contracted labourers, the Construction Coordinator will ensure the timely completion of permanent schools that reflect a safe quality learning environment for children.

Key accountabilities

- To conduct site surveys before construction and to analyze the suitability of the site and soil conditions.
- Working with child protection and education department for the reconnaissance of the sites.
- To establish a good understanding of the design of the buildings which are going to be constructed on sites.
- To ensure the safety of the local villagers and the construction team.

- To manage the labor and construction team.
- To supervise the construction Contractors hired by SCUk for the construction works to be carried out.
- To make sure the quality of the construction is up to the standards and the design of the building is fully followed.
- To test the construction material being used for the buildings.
- To make sure that the construction is completed in assigned time frame.
- To perform necessary site layouts and surveys
- To supervise civil works and erection of steel structures.
- Carry out quality control on permanent school structures as necessary.
- Encourage community participation and ownership
- Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure safety in the workplace.
- Comply with the requirements of Save the Children's Child Protection Policy to ensure maximum protection for children.
- Motivate the contractor and contracted labourers in order to complete the designated projects on time.
- Other duties as required in line with your skills, experience and role.

Knowledge Skills and experience requirements

- Minimum of 2-3 years' relevant experience, preferably with child centred organisations.
- BSc Civil Engineering from a recognized university
- Should have basic knowledge of structural engineering
- Should be well versed with supervising construction projects
- Excellent experience and skill in construction, particularly in the areas of Muzaffarabad and Mansehra.
- Engineering knowledge of construction in earthquake prone areas of Pakistan and/or other countries.
- Proven solid experience in logistics
- Ability to supervise contractor and contracted labourers, work with community members and also Save the Children national and international staff.
- Ability to work under pressure to achieve quality results under harsh conditions, including extreme cold, snow and rain.
- Ability to travel to remote areas of Muzaffarabad and Mansehra for monitoring and onsite supervision of construction process.
- Ability to supervise labourers onsite, managing time schedules for completion of the semi-permanent structures
- Excellent spoken and written English
- Knowledge of the local languages spoken in Muzaffarabad and Mansehra would be an added advantage.
- Extensive knowledge of computers, including MS Word, Excel, email and internet.
- Willing and prepared to work long extended hours

Working contacts

Internal: e.g. Save the Children Education and Logistics team

External: e.g. children, young people and parents, management committee members, volunteers, contracted labourers



Other: e.g. central and local government, schools, consultants, corporate donors, partner agencies, the media, local community, and all suppliers of goods and services.

Child Protection - level 2

Level 2 - the responsibilities of the post do not require you to have one to one contact with children or young people but you may have regular but infrequent contact, usually with different groups of children and young people.

Declaration

I, certify that I have read and understood this job description and I pledge to respect it along with the laws of this country, the SC-UK Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.

NOTE: This document is subject to revision.