

## JOB PROFILE

**Job Title:** Construction Manager  
**Place of Work:** Islamabad (50% of the time spent in the field)  
**Grade:**  
**Reports to:** Manager Support Services  
**Line management responsibility:** Yes  
**Budget Responsibility:** None  
**Child Protection Level:** 1  
**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 Manager, to supervise and monitor process of constructing the 18 structures (schools) in Muzaffarabad, Mansehra and Battagram. S/He should have hands on experience of Construction specially in Earthquake prone Areas.

### Job Purpose

The post-holder will be responsible to prepare the designs of the structures, coordinate with relevant government for the approval of designs, onsite supervision of the construction process, undertaken by external contractors. Through effective supervision of contractors and contracted labourers, the Construction Manager will ensure the timely completion of permanent schools that reflect a safe quality learning environment for children.

### Key accountabilities

- Responsible for the drafting of structures' designs.
- Coordinate with relevant Government construction units for the approval of designs.
- Assist procurement department for Tender documents and pre-qualification of contractors.
- Supervise onsite contractors and labourers to ensure the timely completion of permanent structures, according to the given schedule
- Monitor and record construction progress on a daily basis.
- Report to Construction Project Manager on daily activities
- Coordinate with logistics and education team on a regular basis to ensure efficient programme implementation

- Carry out quality control on permanent school structures as necessary.
- Encourage community participation and ownership
- Ensure proper construction processes are undertaken by contracted labourers
- Ensure appropriate and cost effective use of Save the Children's materials.
- 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 4-5 years' relevant experience, preferably with child centred organisations.
- BSc Civil Engineering.
- Knowledge on construction of permanent buildings and the ability to provide advise to contractors, contracted labourers etc
- Excellent experience and skill in construction, particularly in the areas of Muzaffarabad, Mansehra and Battagram.
- Engineering knowledge of construction in earthquake prone areas of Pakistan and/or other countries.
- Engineering knowledge of the construction of permanent buildings and the ability to provide advise to contractors, contracted labourers as well as Save the Children on good construction practice
- Proven solid experience with quality assurance
- 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, Mansehra and Battagram 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, Mansehra and Battagram would be an added advantage.
- Extensive knowledge of computers, including MS Word, Excel, email and internet.
- Willing and prepared to work long extended hours
- Ability to work independently within a team

### **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 1**

**Level 1 - the responsibilities of the post do not require you to have contact with children or 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.