**Job Responsibilities and Qualifications**

**SHELTER CONSTRUCTION MANAGER**

**Primary Responsibility:**

Development and implementation of shelter construction activities including the monitoring of contractor performance and construction quality;

**Specific Job Responsibilities**

**Assessment**

* Implement technical assessment for shelter.
* Prepare detailed cost estimates and unit prices for technical standards to support overall program decision-making.
* Assess what agency resources (staff, material and financial) will be required for the planned activities and to keep senior management informed.

**Program Design**

* Implement program methods and operational plans in accordance with the agreed construction strategy.  Ensure that all construction activities are developed in coordination with other sector teams, as appropriate.
* Prepare appropriate design, construction and monitoring methods which draw upon the best practices of CRS; ensure that all CRS construction programs comply with relevant local, national and international standards and regulations, and reflect agency best practices.
* Oversee the development and use of program documentation and tools, in accordance with agency best.
* Ensure that environmental and sustainability issues are considered in the program design, in keeping with agency best practices and the guidelines.

**Project Management and Implementation**

* Implement and oversee all construction programming, including technical assessments, project development and design, tendering and contract administration.
* Assist and support the development of project documentation, including project development tools, technical designs and cost plans, tender and contract documentation, project tracking tools, and program budgets.
* Manage construction staff, and collaborate with partners and communities, in developing and implementing projects. Incorporate CRS program staff and partner staff capacity into all aspects of project design, development and implementation.
* Implement and oversee the selection and management of service suppliers and construction contractors to complement the capacity of the CRS construction team.
* Under direction of the Engineering and Construction Program Manager, participate in the procurement and logistics process for materials and equipment required by the construction program.
* Ensure compliance with quality, safety, and environmental standards for all projects, in keeping with internationally agreed best practices or as otherwise outlined in agency guidelines.
* Liaise with key non-government organizations (NGOs) and national, provincial, and local government, task-force teams and workshops, technical committee meetings, and coordination groups as necessary.
* Participate in CRS meetings and workshops on strategic planning, construction programming, and agency-wide initiatives as requested by supervisor.
* Prepare and assist in the preparation of concept papers, project documents and other material to develop or promote the construction programming. This may include taking a supporting role in reviewing proposals and concept papers submitted by CRS’ partners and assisting them in building project proposal and implementing capacity.

**Information and Co-ordination**

* Prepare project reports as required by CRS, relevant Government coordination bodies, external donors, and other interested parties.  Provide project documents, operation plans, program schedules and budgets as required by the Construction Project Manager.
* For all direct reports, develop a performance management plan on an annual basis; Provide performance guidance and feedback on a regular basis.
* Represent CRS in discussions or meetings with government, non-government and UN agencies as directed or agreed by the Construction Project Manager. Train and brief CRS staff, stakeholders and others on construction issues.

**Qualifications:**

* A Degree or similar professional qualification in an Engineering discipline including Architecture, Construction Management or a related technical field is mandatory.
* A minimum of five years design and/or construction experience, including a minimum of two years site supervision and contract management, plus a preferred minimum of two years experience in developing and implementing shelter or community infrastructure projects on behalf of development organizations.
* Experience in community development, community mobilization, or similar self-help initiatives, and a desire to maximize integration of program delivery, is preferred..
* Highly knowledgeable in appropriate construction administration systems and procedures, in particular control of works and financial management.
* Familiarity with current standards and guidelines for humanitarian emergency response, including the Sphere Handbook criteria.
* A proven track record in managing large teams of technical personnel.
* An interest in and ability to build capacity in implementing teams, local partners and community bodies, with a focus on community participation.
* Ability to work in partnership with local communities and NGOs as appropriate.
* An awareness of local construction technologies and materials.
* Excellent communication and negotiation skills.  Ability to read, analyze and interpret administrative reports, technical procedures, or government regulations.
* Ability to write reports, and procedure manuals and effectively present information and respond to questions from CRS senior management.
* Must be proficient in MS Office applications. (Word, Excel, Outlook Access– and ideally MS Project)
* Fluency in English (both oral and written skills).
* Self-reliance and an ability to work in a challenging and demanding environment, under supervision.
* Awareness, sensitivity and understanding of cross-cultural issues particularly in representing a US-based, Catholic agency.