**Job Responsibilities and Qualifications**

**CONSTRUCTION PROJECT MANAGER**

**Primary Responsibility**

Management oversight and supervision of the entire construction management process including engineering and design, contract management, project control, QA/QC, construction management, budget tracking, and contracted construction.

**Specific Job Responsibilities**

**Assessment**

* Conduct technical assessment for shelter, infrastructure and water & sanitation;
* Undertake technical assessment of construction needs; prepare detailed cost estimates and unit prices for technical standards to support decision-making;
* Assess what agency resources and systems (staff, material and financial) will be required in order to proceed with the planned activities and provide reporting to senior management;

**Program Design**

* Undertake program 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 industry standards and best practices of CRS and others;
* Ensure that all CRS construction programs comply with relevant local, national and international standards and regulations, and reflect industry standards and agency best practices;
* Oversee the development and use of program documentation and tools, in accordance with industry standards and agency best standards;
* Ensure that environmental and sustainability issues are considered in the program design, in keeping with industry standards and agency best practices’

**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 Design and Contracts Managers in 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 field 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 be engaged to complement the capacity of the CRS construction team;
* Ensure that tenders and contract administration for construction and design engineering and site supervision services are in accordance with agreed agency procedures, and contribute to the structured revision of these procedures;
* Ensure that documents and procedures are produced and maintained to provide the required level of internal program and financial control
* 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;
* Ensure program compliance and compatibility with CRS principles of justice and solidarity;
* Participate in CRS meetings and workshops on strategic planning, construction programming, and agency-wide initiatives as requested by supervisor;
* Ensure gender issues are fully considered throughout the project cycle with women being included in decision making for all construction issues;
* 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;
* Provide regular updates on progress, priorities and constraints – verbally and in writing to CRS Country Program Senior Management;
* Represent CRS in discussions or meetings with government, non-government and UN agencies as directed;
* Train and brief CRS staff, stakeholders and others on construction issues.

**Qualifications:**

* Degree or similar professional qualification in Structural/Civil Engineering, Architecture, Construction Management or related technical field;
* A minimum of ten years design and/or construction experience, including 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;
* Extensive experience in project management, preferably in development context;
* 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 a large team of professional technical personnel;
* Ability to work in partnership with local communities and NGOs as appropriate.
* An awareness of local construction technologies and materials;
* An interest in and ability to build capacity in implementing teams, local partners and community bodies, with a focus on community participation;
* Excellent communication and negotiation skills;
* Ability to read, analyze and interpret administrative reports, technical procedures, or government regulations;
* Must be proficient in MS Office applications (Word, Excel, Outlook Access– and ideally MS Project).
* Ability to write reports and procedure manuals, and effectively present information and respond to questions from CRS senior management;
* 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.