# Job Specification: Construction Manager

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| **Department:** | Programmes |
| **Scale:** | PSM4 |
| **Line managed by:** | TOM |
| **Responsible for line managing:** | Construction Site Supervisors |
| **Location:** | Lebanon |

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**MAG's Vision:** A safe and secure future for men, women and children affected by armed violence and conflict.

**MAG's Mission:** MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

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## Job Purpose:

The Construction Manager will be responsible for the day-to-day management of all aspects of the project aimed at the rehabilitation and construction of ammunitions storage areas and armouries.

Responsibilities will include project planning and execution, staff and budget management, coordination of logistics and procurement to ensure the successful delivery of project objectives and any additional project work as required.

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## Job Description

Project Management

- Work with the CD, TOM, TFM TL, TFM(s), HoSS and RCM to establish a project plan for all activities, set milestones and ensure timely and safe delivery of outputs within specified timeframe and budget,
- Provide adequate reporting and documentation so that MAG departments are aware of progress of the construction activities, identifying any gaps or risks that may delay the project,
- Provide clearly identified objectives, evaluations and appraisals of all project activities.

Construction Management

- In coordination with the TFM TL and RCM, design buildings and or rehabilitations as per international standards, MAG WAM SOPs and needs,
- Create Bills of Quantities for the intervention, and as per MAG's procurement and logistics guidelines, source construction companies to complete the work,
- Conduct quality assessment of the construction work, including assessing the quality of all materials used within the intervention, and provide support to contractors to finalize work as per the contracts,
- Provide quality assurance that all construction completed and planned any national guidelines.

Project Development

- Support the MAG in developing policy, procedures and systems for further similar construction / rehabilitation projects,
- Work with the SMT to investigate all opportunities for project development and expansion where appropriate.

Finance Management

- In consultation with the TOM, TFM TL, HoSS and RCM maintain robust management of project budget in line with MAG policies and MAG WAM SOPs including monitoring all expenditure against project grants,
- Be responsible for all necessary financial documentation for construction related services including certifying contractors invoicing, quantity surveying and working with CD, TOM, TFM TL and HoSS to ensure compliance with MAG Financial & Technical policies.

Logistics

- In consultation with the support-services team, maintain oversight of all logistical and procurement requirements in line with MAG policies. This may include the preparation and evaluation of any tenders or procurement acts in support of construction related activities,
- Development of accurate plans, specifications, Bill of Quantities, and contracts when required, based on MAG standards for varying levels of construction and rehabilitation,
- Provide regular and timely reports on progress against planned activities as per reporting lines.

Human Resources

- Responsible for the effective, management and development of national staff as directed.
- Coordinate the activities of all project personnel to ensure maximum project efficiency.

**All International staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement,
- Work towards achieving programme and/or department business plan objectives,
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities,
- Undertake and apply learning from appropriate training and development programmes,
- Undertake role in developing countries and areas in conflict where standards of living may be basic,
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

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## Person Specification

### Essential Experience

- Experience of managing construction projects on time and within budget. WAM previous experience would be a significant asset,
- Previous experience of working overseas in developing countries,
- Experience of coordinating the activities of a multidisciplinary team including contractors and technical staff from a diverse range of backgrounds,
- Experience of managing a team of national staff,
- Experience of using finance, administration and human resource systems to ensure project success,
- Experience of using relevant engineering software (AutoCAD, Autodesk Revit or such),
- Experience of managing tender processes and managing third party contractors and ensuring quality delivery of work.

### Essential Skills and Knowledge

- Substantial knowledge of the development and evaluation of engineering design and construction contracts, Bills of Quantities, and specifications,
- Knowledge of solid waste management and disposal, water and sanitation design,
- Project management skills, including project planning and monitoring, financial management and report writing skills,
- Good literacy, numeracy and IT skills including Microsoft Office,
- Ability to communicate effectively in person and remotely, both internally and externally,
- Fluent English language skills.

**Essential Aptitude**

- Excellent organisational skills with the ability to coordinate activities in a fast-paced environment,
- Effective influencing and negotiating skills,
- Ability to meet deadlines and work calmly under pressure,
- Ability to represent and promote MAG at a senior level,
- Ability to think on feet and show shrewd judgement promptly and positively in difficult situations,
- Ability to work diplomatically in a political environment,
- Self-motivated, flexible and enthusiastic approach to work,
- Ability and willingness to travel regularly.

**Qualifications**

- Professional qualification in construction, civil engineering.

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| **Signed employee:** | **Date:** |
| **Signed manager:** | **Date:** |

March 2021