



FOR WOMEN'S HUMAN RIGHTS

Construction Manager

Urgent Action Fund-Africa (UAF-Africa) is a feminist, pan-African women's human rights Fund registered in Kenya and Zimbabwe. An opportunity is open at UAF-Africa for the position of Construction Manager. The position will be based at the UAF-Africa Nairobi Office. The Construction Manager will spend most of their time at the project site once the same kicks off.

Reporting to the Executive Director, the Construction Manager will be in charge of implementing all aspects of the UAF-Africa construction project as approved by the Board. This includes coordinating employees, consultants, subcontractors, materials and equipment, as well as ensuring that project specifications are followed, and work progresses per approved specifications, quality, schedule and budget.

The Construction Manager will act as a Principal Agent, leading a team of professionals. The position is for a 3-year contract.

Key responsibilities

I. Initiation and Briefing

- Develop the project charter for consideration and sign-off by the Board.
- Get briefing from the Board and get sign-off on project deliverables.
- Develop project risk register.
- Develop project responsibility matrix.
- Develop project schedule to cover all stages and get sign-off from the Board.
- Develop project stakeholder map, including a list of all stakeholders that need to be consulted throughout the project, as well as interests and needs for each stakeholder.
- Develop project contracting strategy and get sign-off from the Board. This includes determining which forms of contract to use for the construction and professional services contracts.
- Lead development of project concept and costings (concept to be signed-off by the Board).
- Recommend appointment of professional teams to the Board (which professionals to be appointed, at which stage).

- Assess access to major facilities – water, road, power etc. – and advise on how to connect to or improve the same.

II. Concept Design Development and Planning

- Oversee the development of detailed concept designs, drawings, bill of quantities by the professional teams, and tender documents for Board approval.
- Review tendering procedures and get approval from the Board for tendering approach.
- Review Health and Safety requirements for inclusion in tender documents.
- Develop tender evaluation criteria.
- Review project budget and schedule.

III. Documentation and Procurement

- Issue tender notice and documentation and manage all applicable procurements.
- Lead tender evaluation team and recommend contractor to be appointed and get Board sign-off.
- Get construction contract signed between UAF-Africa and appointed contractor.
- Undertake periodic reviews of project budget and schedules and share with the Board.

IV. Execution Phase

- Oversee all on-site and off-site works.
- Analyze/ evaluate and manage risks: monitor compliance of all best practices, safety regulations, quality controls/ assurance, and relationship management.
- Manage project staff, consultant team(s), engineers, architects, or contractor(s) working on various project phases to ensure that the key deliverables relating to time, cost and quality are achieved.
- Conduct site meetings and checks to monitor progress, and adherence to quality standards and project specifications; ensure all deadlines are met.
- Resolve any problems that may arise from time to time, say, any environmental or local community issues that may come up during construction.
- Review project staff / contractors'/ consultants' reports; follow up on any noted challenges; and correct any safety violations or other reported deficiencies.
- Certify payments for the Contractor and professionals.
- Periodically evaluate progress and prepare internal and external reports; Keep all stakeholders aware of the progress on projects, including any necessary modifications, cash flow status, taxation or legal issues that may arise.
- Report on construction progress to the Board.
- Manage stakeholder liaison during construction.

V. Project Close – out

- Chair project close-out / project post-mortem meeting with contractor, professionals, and stakeholders.

- Certify final accounts for contractor and professionals.
- Prepare project close-out report and present to the Board.

Knowledge, qualifications and required experience

- Degree in Architecture, Engineering, Building/Construction Management, or another related field (persons with related Higher Diploma and relevant experience may be considered; Project Management, Planning or an equivalent certification would be considered an asset)
- At least 10 years' experience in a similar position or role.
- Proven track record of completing construction projects successfully (per specifications, within budget and time) – CV must have referee contact details.
- In-depth understanding of construction procedures and project management principles, as well as applicable rules and regulations.
- Be familiar with relevant construction and project management tools.
- Excellent knowledge of relevant rules and local regulations, best practices, and quality standards.
- Be able to coordinate, manage / oversee a team of professionals of different disciplines to achieve the required results.

Key skills, competencies and attributes

- A team player with leadership abilities and management skills.
- Excellent time management ability.
- Excellent communication skills and interpersonal abilities, including negotiation skills.
- Have an analytical mind and great organisational skills.
- Able to multitask.
- Be a person of integrity.
- Must possess a professional indemnity insurance certificate.

Work Environment

UAF-Africa is an equal opportunity employer that does not discriminate in its hiring practices. In order to build the strongest possible workforce, UAF-Africa actively seeks a diverse applicant pool. The Fund is committed to creating an inclusive environment for all employees. This position will be based in Kenya.

How to Apply

Please submit a cover letter and CV to jobs@uaf-africa.org with "Construction Manager" in the subject line. References, writing samples and other information may be requested. No phone calls please.

The application period ends on Sunday 18th April 2021.