

SAVE THE CHILDREN INTERNATIONAL ROLE PROFILE



JOB TITLE: Temporary Construction Officer	
TEAM/PROGRAMME: EOF/Nkuza Neza Project	LOCATION: Rwanda – Field-based across project districts
GRADE: 4	Contract Type: Fixed -2 months
CHILD SAFEGUARDING: Level 3– the post holder will work in ECD settings and may have contact with children and communities during field visits.	
ROLE PURPOSE: The main purpose of the role is to provide additional technical support for the preparation of BoQs and the supervision, monitoring and verification of rehabilitation and renovation works in existing ECD centres under the EOF/Nkuza Neza Project. In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.	
SCOPE OF ROLE: • Reports directly to: Construction Officer • Reports Indirectly to: None • Works closely with: EOF/Nkuza Neza Project Manager, Project Officers and relevant District/Sector technical personnel. • Staff Reporting to this post: None • Budget responsibility: N/A	
Key Areas of accountability • Review ECD centre assessment findings and approved CIP priorities and support site-level technical assessments. • Prepare and/or review BoQs, Scope of Work, activity plans and technical specifications. • Verify measurements, quantities, materials and work requirements at site level. • Work with the Construction Officer and District/Sector technical personnel to ensure BoQs are technically appropriate and within approved scope and budget. • Supervise rehabilitation and renovation works against approved BoQs, SOWs, budgets, timelines and technical standards. • Monitor workmanship, materials, safety and site conditions and identify defects or deviations. • Provide technical guidance to ECD Owners/EMCs, communities and other persons involved in implementation. • Participate in monitoring visits, joint verification, final inspection and completion of assigned works. • Provide technical input for progress verification and conditions for subsequent rehabilitation disbursements. • Prepare site notes, photographs and concise technical progress updates and maintain required documentation. • Identify technical risks, delays and quality concerns and recommend corrective actions. • Support snagging, corrective works and final verification of completed activities.	

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- Maintain communication with District/Sector authorities and project staff on technical issues.
- Ensure compliance with SCI policies and procedures, including safeguarding, health and safety, fraud prevention and ethical conduct.
- Perform any other reasonable duties assigned by the line manager.

BEHAVIOURS (Our Values in Practice)

- **Accountability:** Takes responsibility for quality work, accurate technical information and timely delivery.
- **Ambition:** Sets clear priorities and maintains focus on agreed targets and deadlines.
- **Collaboration:** Builds effective working relationships with SCI colleagues, technical teams, ECD Owners/EMCs and communities.
- **Creativity:** Identifies practical and safe solutions to technical and implementation challenges.
- **Integrity:** Works honestly and transparently and demonstrates respect for SCI policies and standards.

QUALIFICATIONS

- Bachelor's degree in civil engineering, Construction Engineering, Architecture or a closely related field.
- Be an active member of Regulated Professional Body such as Institution of Engineering or similar.
- Fluency in English and Kinyarwanda.
- Good communication, coordination and report-writing skills.

EXPERIENCE AND SKILLS

- Experience in preparing/reviewing BoQs and supervising construction, rehabilitation or renovation works.
- Experience in small-scale construction or rehabilitation projects; development/community-based experience is an advantage.
- Ability to interpret drawings, specifications, BoQs and technical documents.
- Good understanding of construction quality, site safety and practical supervision.
- Ability and willingness to travel extensively to project sites.

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ROLE PROFILE****ADDITIONAL JOB RESPONSIBILITIES**

The duties and responsibilities set out above are not exhaustive and the role holder may be required to carry out additional reasonable duties within the level of their skills and experience.

- **EQUAL OPPORTUNITIES:** The role holder is required to carry out the duties in accordance with Save the Children Equal Opportunities and Diversity policies and procedures.
- **CHILD SAFEGUARDING:** Save the Children is committed to keeping children safe. The role holder is required to comply with safeguarding and child protection policies and procedures, and selection will include the required background checks.
- **HEALTH AND SAFETY:** The role holder is required to carry out the duties in accordance with Save the Children Health and Safety policies and procedures and ensure that field and construction activities do not create avoidable risks to children, staff, communities or workers.

KEY PERFORMANCE EXPECTATIONS

- BoQs and technical documents are accurate, complete and prepared within agreed timelines.
- Assigned ECD rehabilitation and renovation works are regularly supervised and monitored.
- Technical risks, quality issues and delays are identified early and escalated.
- Monitoring and verification records are complete and submitted on time.
- Works are implemented in line with approved scope, technical requirements, safety standards and agreed timelines.

JD written by:**Date:**