

	MAG Tanzania Job Description	
	Job Title:	Construction Manager
	Line managed by:	WAM Technical Lead (Nairobi Based)
	Line manages:	N/A
	Location:	Dar Es Salaam

MAG's Vision is a safe future for women, men and children affected by violence, conflict, and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

Overview of role:
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 storage areas.
Responsibilities will include project execution, coordination of logistics and procurement to ensure the successful delivery of project objectives and any additional project work as required.
Responsibilities:
<p>a. Project Management</p> <ul style="list-style-type: none"> • Work with the Weapons and Ammunition Management (WAM) Technical Lead to establish a project plan for all activities, set milestones and ensure timely and safe delivery of outputs within specified MAG WAM Construction SOPs, 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. <p>b. Construction Management</p> <ul style="list-style-type: none"> • In coordination with the WAM Technical Lead, design buildings and or rehabilitations as per MAG WAM SOPs and needs, create Bills of Quantity for interventions, and as per MAG's procurement and logistics guidelines; • 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 contracts; • Provide quality assurance that all constructions completed meet guidelines. <p>c. Finance Management</p> <ul style="list-style-type: none"> • In consultation with the Finance Department and according to MAG WAM Construction SOPs, maintain robust management of project budget in line with MAG policies including monitoring all expenditure against project grants;

- Be responsible for all necessary financial documentation for construction related to services including certifying contractors invoicing, quantity surveying and working with the finance team and global Construction Advisor to ensure compliance with MAG Financial & Technical policies.

d. 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.

General Responsibilities:

- Work within the framework of MAG's core values.
- Maintain professional conduct in line with MAG's core values as actions represent MAG.
- Contribute to other fundraising initiatives where appropriate.
- Participate in meetings as relevant.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.
- Undertake and apply learning from appropriate training and development programs.
- Undertake any other duties as may be required.

Essential requirements:

a. Essential Experience

- At least five (5) years' experience of working in construction activities;
- Experience of managing tender processes, managing third party contractors and ensuring quality delivery of work.

b. Essential Qualifications

- University degree in construction engineering.

c. Essential Skills and Knowledge

- Substantial knowledge of the development of bills of quantities, and specifications;
- Good literacy, numeracy and IT skills including Microsoft Office and AutoCAD.

d. Essential Aptitude

- Ability to meet deadlines and work calmly under pressure;
- Ability to think on feet and show shrewd judgement promptly and positively in difficult situations.

Employee name:		Employee signature:		Date:	
Manager name:		Manager signature:		Date:	