



JOB ANNOUNCEMENT

Windle International Uganda (WIU) is a registered International NGO whose primary mission is to promote peace and development in communities through the provision and coordination of education and training for refugees and people affected by conflict. Since 1996 WIU has been the leading provider of access to education for refugees from early childhood right up to the postgraduate level. We help people to fulfill their potential, lead fulfilling lives, and contribute to sustainable development

WIU implements Education Projects for refugees and host communities in Refugee Settlements across Uganda in partnership with UNHCR and the Government of Uganda (through the Office of the Prime Minister). WIU is currently seeking to recruit a suitably qualified person to fill the following vacant position for her growing operations:

POSITION: PROGRAMME ENGINEER

LOCATION: Head Office, Kampala (with frequent travel to Field sites)

JOB PURPOSE:

The Programme Engineer will apply professional engineering knowledge and expertise to design and develop construction project plans. He/She will provide technical oversight for all WIU's construction works to ensure compliance with engineering best practices and standard operating procedures to meet programmatic needs.

RESPONSIBILITIES:

A. Managing and planning the construction project

- 🔴 Prepare/design drawings and Bills of Quantities (BOQs)
- 🔴 Conduct surveys on construction sites
- 🔴 Develop standard integrated project plans and schedules including setting performance requirements
- 🔴 Manage the WIU-client relationship and ensure effective communication and approvals at appropriate stages
- 🔴 Develop effective mechanisms for resolving conflicts among various parties
- 🔴 Ensure that the relevant local council or other permits are obtained
- 🔴 Determine and recommend labour force levels, materials, and equipment requirements.
- 🔴 Review the project schedules and breakdown work structures

- 🔔 Identify the elements of project design and construction likely to cause disputes, claims and delays and develop risk mitigation measures/strategies.
- 🔔 Support the review and evaluation of construction bids when called upon

B. Project Implementation and Control:

- 🔔 Liaise with key stakeholders such as District Engineers, UNHCR, OPM for progress monitoring in respect to construction works
- 🔔 Conduct regular support supervision visits to ensure that construction activities are progressing as per pre-determined schedule and expectations
- 🔔 Hold regular status meetings with Engineering Officers to monitor the progress of construction activities
- 🔔 Maintain strict adherence to budgetary guidelines, quality and safety standards.
- 🔔 Monitor the availability of materials and resources to ensure smooth project implementation.
- 🔔 Ensure compliance with Occupational Health and Safety while on site
- 🔔 Provide subordinate staff with relevant information on construction to ensure on-site compliance with agreed upon standards
- 🔔 Advise contractors on the construction process and address any concerns or challenges raised
- 🔔 Keep senior management and other relevant stakeholders informed of progress including possible impediments to construction works
- 🔔 Conduct quality control and assurance checks to ensure that the project objectives are met

C. Project Close-out:

- 🔔 Ensure that project documents are complete
- 🔔 Follow up on client approval of the project and ensure that any defects are documented
- 🔔 Ensure timely resolution of any project-related defects
- 🔔 Draw up the final project report incorporating an assessment of how the objectives were achieved.

QUALIFICATIONS AND EXPERIENCE:

- 🔔 Bachelor's degree in Civil Engineering, Quantity Surveying or Construction Management
- 🔔 A postgraduate qualification in Project Management is an added advantage
- 🔔 Masters' in Construction Management is a desirable
- 🔔 Minimum 4 years' experience in a management role with contractors and handling building construction.
- 🔔 Full registration with UIPE is desirable
- 🔔 Familiar with construction practices, materials and equipment
- 🔔 Proficiency in MS Office
- 🔔 Ability to work under pressure
- 🔔 Proven problem-solving skills and quick decision-making.
- 🔔 Highly analytical

- 📍 Experience working and coordinating interventions with diverse I/NGOs, Partners and Government agencies.

COMPETENCIES:

- 📍 Exceptional reporting and presentation skills
- 📍 Ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through.
- 📍 Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans.
- 📍 Proficiency with AutoCAD design Software and Microsoft Office Software (Word, Excel, PowerPoint, and Outlook).
- 📍 Demonstrated ability to communicate and collaborate with individuals and teams at all levels.

HOW TO APPLY:

- All interested applicants who meet the required competencies and wish to apply should visit our website at <https://windleuganda.org/careers/> for instructions on how to apply.
- Only applications submitted through the recommended link on the website will be accepted **from 18th to 26th October, 2022 by 17:00hrs.**

NOTE:

- Windle International is an equal opportunity employer; Women and Persons with disabilities who qualify are encouraged to apply.
- Windle International Uganda does not charge a fee at any stage of the recruitment process. WIU will not be held responsible in the event that a candidate pays money to any person who claims to act on behalf of or for WIU. Report to the number **0800-111-428** or email wiu.integrity@windle.org if you are asked to pay a fee by any individual for this purpose.
- No canvassing or lobbying will be tolerated. Individuals found to have done so will be disqualified and blacklisted.
- WIU works with children and values the responsibility to Safeguard her beneficiaries. Therefore, applicants must have no history of violation of children's rights or of SEA (Sexual Exploitation & Abuse) infractions or offenses.