



**Job Vacancy
Construction Site Supervisor
2 Position**

Organization profile and background	<p>Welthungerhilfe was founded in 1962 is a non-profit making, non-denominational, and politically independent organization.</p> <p>Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/ Inclusive Food Systems, Nutrition, Health System Strengthening WASH.</p>
Duration	<p>Six Months, with possibility of extension depending on performance and availability of budget</p>
Location:	<p>Grand Gedeh County</p>
Core Objectives of the Position:	<ol style="list-style-type: none"> 1. Provide oversight of all construction and rehabilitation activities at his/her assigned site, while ensuring effective and efficient site specific daily and weekly activity planning and smooth implementation/execution at the site level within the planned resources (time, money, and personnel), while ensuring adherence to organizational policies, project guidelines and acceptable standards. 2. Ensure strict adherence to good contract management practice, terms, and conditions of contract/implementation agreements with third parties, supervision/monitoring of third parties/contractors and construction/rehabilitation works. 3. Adequate and effective daily and weekly site activity supervision and monitoring of all planned works at site level and preventing/minimizing losses or escalation of problems at the various sites.
Responsible to:	<p>Lead Civil Engineer</p>
Responsible for:	<p>Contractors and service providers</p>
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Assist with project planning and implementation. 2. Assist with creating schedules for the construction project. 3. Support in hiring contractors and choosing suppliers for the project. 4. Supervise construction projects to make sure they meet technical specifications. 5. Ensure that construction projects are completed within the planned cost and time.

	<ol style="list-style-type: none"> 6. Keep accurate records of material and labor costs incurred in the construction process. 7. Monitor the progress of the construction work and performance of subcontractors at the site. 8. Hold meetings with site workers and subcontractors on behalf of the project manager. 9. Convey information about the progress of the project and performance of the contractors to the Snr Civil Engineer. 10. Assist with preparing reports to be submitted to stakeholders by providing necessary information on the progress of the business. 11. Assist with providing specifications of construction materials procurement. 12. Assist with hiring and assigning tasks to laborers. 13. Assist contractors and Engineers in interpreting technical designs. 14. Educate site workers on safety procedures to be adopted at the site and make sure that they adhere strictly to safety standards. 15. Ensure that the construction site is safe and free from any hazardous chemical or objects. 16. Report accidents that occur at the construction site to the project manager 17. Administer or make sure that first aid is administered to any injured construction worker. 18. Ensure the smooth day to day operation of work activities at the construction site. 19. Maintain good relationships with site workers, contractors, and suppliers. 20. Ensure that any change in the project plan is executed by contractors. 21. Motivate all the participants in the project. 22. Ensure that the project is executed in compliance with local or state regulations. 23. Identify any potential problem at the site and work to prevent it.
Education	University Degree in Engineering with a minimum of 5 years' experience. An additional Technical/Vocational Diploma in Engineering will be an advantage
Professional Experience	A minimum of 3 years of experience in Construction /Rehabilitation works
Language Skills	Excellent command of spoken and written English
Personal Skills	1. Effective communication skills

	<ol style="list-style-type: none"> 2. Strong analytical skills 3. Flexible and able to work in a very difficult environment. 4. Gender sensitive 5. Has a valid Driver's License to ride a motorbike
Application Process	<p>Welthungerhilfe is an equal opportunities employer. Qualified females are encouraged to apply.</p> <p>Please send electronic copies of a motivation letter, CV, scanned copies of all academic papers and contact details of 2 professional referees/former line manager to the below email with the subject.</p> <p>"Construction Site Supervisor- 2412" to Recruitment.Liberia@welthungerhilfe.de</p>
Application Deadline	May 31, 2024

Revised May 2023