



## JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Construction Project Officer
REPORTING TO	Programme Manager
DEPARTMENT/UNIT	Global Fund
DURATION OF CONTRACT	1 (one) year
DUTY STATION	Nairobi, Kenya

### ABOUT AMREF HEALTH AFRICA

Amref Health Africa was founded in 1957 and has since grown to become the largest African-based international health development organisation; currently implementing more than 180 programs, reaching more than 40 million people across 35 African countries; and a staff complement of over 2,000. Headquartered in Nairobi, Kenya, Amref Health Africa has offices in ten countries in Africa – Burkina Faso, Ethiopia, Guinea (Conakry), Kenya, Malawi, Senegal, South Sudan, Tanzania, Uganda and Zambia. An additional eleven advocacy and fundraising offices are located in Europe and North America.

Amref Health Africa is driven by its vision of *'Lasting health change in Africa'* and its mission *'To catalyze and drive community-led and people-centred health systems while addressing social determinants of health'*. We believe that the power to transform Africa's health lies within its communities, and therefore strive to ensure that health systems are not only functional but that communities are empowered to hold these systems accountable for the delivery of quality and affordable health care.

### JOB PURPOSE

The Construction Project Manager (CPM) position will oversee the planning, executing, and finalizing of the infrastructure and construction projects for 22 Global Fund C19RM funded PSA plant installations, meeting strict deadlines and delivering within budget. This role will be responsible for coordinating architectural and engineering support to ensure the design documents are adequately prepared for tender, to evaluating bids to select contractors, and to oversee the contracted construction work. The CPM will be responsible for managing the project's objectives and oversee quality control throughout its life cycle. The CPM will ensure that all construction work matches the final and approved design drawings (architectural, electrical, MGPS, structural, civil), in consultation with the architects and engineers, as needed. The CPM will be responsible for the oversight of all project deliverables but should delegate out to the team.

### PRINCIPAL RESPONSIBILITIES

#### Project Management

- Oversee and manage the plant house construction projects for 22 hospital sites the electrical installations, in Kenya .
- Ensure coordination between MGPS, plant house, and electrical contractors, as required.
- Working closely with the architecture and engineering teams to finalize or adapt the designs and documentation for all aspects of the construction documents, bill of quantities (BoQs), and project budgets for each site, as needed.
- Establish project timelines, milestones, and deliverables, as well as ensure all contractors and consultants maintain the agreed upon schedule.
- Setting targets, objectives, and responsibilities for all supervised staff.

- Direct and oversee the work of project team members, including contractors.
- Coordinate with the County Engineers and AMREF Biomed Engineers/Biomed Contractors to receive regular updates on the site work status to ensure it is meeting quality standards and on schedule. Advise on changes as needed.
- Regularly reviewing timings, budget, labor, risk, and project plans to ensure work stays on track
- Review and advise on all project Change Orders, or requests for changes to the project scope or budget made by the contractor
- Manage relationships with hospital staff and contractors
- Ensuring the delivery of high-quality work within contract timescales.
- Travel on both short-term and long-term assignments to various counties, as required

### **Monitoring & Evaluation**

- Verify that all work completed matches the drawings.
- Provide construction administration, quality control and oversight for project
- Conduct site inspections, as needed, to ensure quality standards are being met.
- Review photos and reports of site progress to monitor progress and quality standards.

### **Communication and Reporting**

- Maintain comprehensive project documentation, including contracts, schedules, and reports.
- Prepare and present project reports, proposals, and status updates.
- Serve as the primary point of contact for clients and stakeholders, providing regular updates on project status.
- Coordinate and lead project meetings to keep all parties informed.
- Produce reporting for all assigned projects on as needed basis
- Lead weekly construction meetings.

### **Budget Management**

- Prepare and manage project budgets.
- Ensure projects are delivered within approved budget constraints.
- Provide regular financial reports and updates to stakeholders.

### **Safety and Risk Mitigation**

- Identify and manage project dependencies and critical path.
- Ensure adequate resources are available throughout the project lifecycle.
- Identify potential project risks and develop mitigation strategies.
- Monitor and manage project risks and issues, ensuring timely resolution.
- Ensure all project and construction activities comply with safety, quality, and regulatory standards, including relevant legal regulations, building codes, and safety standards.
- Ensure the onsite contractors promote a culture of safety on all project sites.

## **EDUCATION, EXPERIENCE AND ABILITIES**

### **Education and Experience**

- Bachelor's degree in construction management, Civil Engineering, Architecture, or a related field
- Minimum of 5-10 years of experience in construction project management or similar field.
- Proven track record of managing construction projects from initiation to completion.
- PMP (Project Management Professional) or other relevant certifications preferred.
- OSHA (Occupational Safety and Health Administration) certification is a plus.

### **Knowledge, Skills and Competencies**

- Strong leadership and team management skills.
- Excellent communication and interpersonal skills.
- Proficiency in project management software (e.g., MS Project, Primavera, Procore).

- In-depth knowledge of construction processes, materials, and legal regulations.
- Strong problem-solving and decision-making abilities.

### **WORK ENVIRONMENT**

The role will require a combination of office-based work and on-site project management. Travel to construction sites will be necessary, and the candidate must be comfortable working in various weather conditions and environments. Ability to visit and inspect construction sites, which may require walking, climbing, and standing for extended periods.

### **HOW TO APPLY**

Interested? Please visit our website <https://amref.org/vacancies/> to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. Closing date will be **1<sup>st</sup> August 2024**. Only shortlisted candidates will be contacted.

*Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and has not retained any agent in connection with recruitment. Although Amref may use different job boards from time to time to further spread its reach for applicants, all open vacancies are published on our website under the Vacancies page and on our official social media pages. Kindly also note that official emails from Amref Health Africa will arrive from an [@amref.org](mailto:@amref.org) address.*

*Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.*