

## Vacancy Announcement

We are seeking dedicated, dynamic, self-motivated, result-oriented, and experienced individuals for the following post.

Post: **Construction Project Coordinator**

Required: **01**

Contract type: **Project – till end of December 2016**

Salary: **MVR 11,300 – 17,000** (depending on qualification and experience)

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement — which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with branches and units spanned all over Maldives. To date it has established 10 branches and 20 units. It recruits members and volunteers, implements programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – *Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality* – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

### **Purpose**

MRC plans to construct a four storey building complex (“the Project”) for its own office space. The project is financially and technically supported by the International Federation of Red Cross and Red Crescent (IFRC) till December 2016. There is an internal steering committee consisting of representatives from both IFRC and MRC who oversee the project implementation as per the agreed timelines and assists in the decision making in relation to the implementation of the project.

MRC has currently finalized the architectural designs of the building project and awaits the receipt of the stamped drawings from the designers. In addition, the construction work will be outsourced to a qualified and experienced company adhering to the IFRC and MRC procurement guidelines and procedures. Currently, the bidding process is ongoing and the evaluation and bid awarding is to be completed by end of May 2016.

In order to manage and monitor the project and ensure the construction is carried out as per the approved designs of the project, MRC is recruiting a Construction Project Coordinator with qualification and experience as mentioned below.

### **Reporting to the Secretary General, Executive Secretary will:**

#### **PREPARATION, PLANNING AND COORDINATION**

- Review the Project Proposal, Business plans, Tender documents, Contract agreements, activities plan and other documents to understand MRC implementation strategies, methodologies, procedures and guidelines in close consultation with Secretary General (SG) and ensure that stakeholder partners have a good understanding about the scope of work. Ensure that support is sought from the Engineering Consultant when and where needed.
- Ensure the processes and approvals are followed as per the IFRC logistics and construction standards
- Coordinate with MRC, IFRC, other donors, Hulhumalé Development Corporation (HDC), local authorities, and other stakeholders in strategic planning and implementation of the project.

- Coordinate with Steering Committee, before making key decisions during the construction phase.
- Review and update work plan in close coordination with SG keeping in mind critical path and decision points. Update Steering Committee on a continuous basis.
- Review the construction budget and update to SG and key partners and inform on a timely basis.
- Organize and participate in regular coordination meetings with MRC, IFRC, HDC, other donors and any other meetings (in-country and online) as and when required.

## CONSTRUCTION PHASE

- Support the Engineering Consultant to establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- Support the Engineering Consultant to develop quality monitoring tools, record keeping and reporting formats
- Inform SG on any potential delays and disputes which may cause delays and take timely action to mitigate any delays.
- Support the Engineering Consultant to ensure strict adherence to approved drawings, contractual & other Civil Engineering specifications.

## CONTRACT ADMINISTRATION AND PROJECT FINANCIAL MANAGEMENT

- Check monthly invoices submitted by the Contractor. Check the invoices certified by the Consultant and process for payment. Ensure that the Contractor's bills are paid on time.
- With support from the Engineering Consultant, monitor the performance of Contractor and report immediately to SG if the contractual agreements are not followed and assist SG to take timely action.
- Review MRC/IFRC workers health and safety document and ensure that the Contractor is strictly following the terms and conditions.
- With support from the Engineering Consultant, review MRC overall design and construction budget, closely monitor expenditure, and ensure that project budgets are strictly adhered to.
- Ensure that variations are monitored closely and that cost control mechanisms are in place to avoid cost over runs
- Inform SG immediately if there are variations and take appropriate action(s) post the consent of the steering committee and IFRC.
- Prepare monthly cash flow forecast and submit to SG
- Check invoices from the Contractor and certify for payments according to contractual agreement and MRC financial procedure. Ensure that payments are made on time.
- Ensure that Contractors payments are prepared in a timely manner to avoid any claims for delay.

## CONSTRUCTION REPORTING

- With support from the Engineering Consultant, Develop standard monthly and quarterly progress reporting format for MRC in close coordination with SG and IFRC. Such a report should include physical progress, financial progress, performances of contractor, quality monitoring, challenges and possible solutions, etc.
- Prepare and submit monthly, quarterly and annual narrative and financial report to SG and IFRC focal points.

## OTHER DUTIES AND RESPONSIBILITIES

- Actively work towards the achievement of the MRC goals and objectives.
- Abide by and work in accordance with the Red Cross/Red Crescent principles.

- Establish and ensure effective working relationships with the Contractor.
- Establish and ensure effective working relationships with MRC colleagues in finance, logistics, HR and management
- Establish and ensure effective working relationship with IFRC and other donor agencies .
- Establish and ensure effective working relationship with HDC and other relevant Government departments.
- Undertake all such duties and accountabilities not listed above as may reasonably be required by the SG.

#### Target Profile and Skills:

- Should be a Maldivian citizen;
- Minimum Bachelor's Degree in Civil Engineering or Quantity Surveying or Architecture (preferred) ;
- Minimum Post Graduate degrees in Civil Engineering, Environmental Engineering, Project Management, Quantity Surveying, Architecture, Business Administration (preferred);
- Minimum 5 years of experience in construction, including planning, design, quantity surveying, supervision and quality control of construction projects with a positive proven track record (preferred);
- Should be experienced in contract administration and management;
- Should be experienced in financial planning and budget management;
- Should be experienced in tendering and procurement of services and goods;
- Experienced in FIDIC conditions of tendering and contract (preferred);
- Minimum 2 years of experience in working for a humanitarian aid organization in a developing countries (preferred);
- Minimum of 2 years of experience in working for the Red Cross / Red Crescent (preferred);
- Should be experience of report writing;
- Skills in coordination, mentoring, facilitation and training
- Outgoing and social, and able to build rapport with diverse types and age of people
- Strong Organizational Skills;
- Be capable of working independently or in collaborative team environment with strong ability to perform multi-tasks and remain focused while maintaining flexibility in a fast paced environment;
- Excellent spoken and written English and Dhivehi, with superior communication skills;
- Solution oriented, results-focused, goal-driven, and self-starter who displays integrity, model behaviour and develops people;

Interested candidates can email [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv) for a detailed job description.

Applications, quoting the **job title** on both the letter of intent and envelope, ID, Certificates with CV should be submitted addressed to **Aishath Noora Mohamed, Secretary General of MRC, 04 Floor, Maldives Post Building, Boduthakurufaanu Magu, Male'** or email to: [info@redcrescent.org.mv](mailto:info@redcrescent.org.mv)

**The deadline for application is 12:00 PM on 14 August 2016. Only short listed candidates will be contacted** and should be available for interviews in **August 2016**.