

Terms of Reference

Position Title: RISE Construction Manager

Program: Revitalising Informal Settlements and their Environments (RISE)

Reporting to: (1st) RISE Makassar Project Manager, (2nd) RISE Indonesia Project Manager (based in Melbourne)

Strong working relations to: Reports to RISE Program Manager, and coordination with RISE Country Coordinator (in Makassar) and Objective 1 team (based in Melbourne)

Duty Station: Makassar, Indonesia

Duration: 18 months, extendable based on performance (3 months probation)

Number of posts: 1 post

Background:

Revitalising Informal Settlements and their Environments (RISE) is deploying a novel, water-sensitive revitalisation approach to water and sanitation management in 24 informal settlements across Makassar, Indonesia and Suva, Fiji.

Working with communities, governments, local leaders and partner institutions, RISE is co-designing location-specific solutions that integrate green infrastructure, such as constructed wetlands, to strengthen the whole-of-life water and sanitation cycle.

Underpinned by the emerging discipline of 'planetary health', RISE success will be measured by the health and well-being of residents – particularly children under five years of age – and the ecological diversity of the surrounding environment.

RISE is currently seeking a *Construction Manager* to add to our growing team in Makassar, Indonesia.

The Role:

The *Construction Manager* will be responsible for overseeing contractors to deliver construction projects across multiple sites and ensuring works are being carried out efficiently, safely and to the required standard.

Works include small scale earthworks, flood protection structures, green infrastructure (i.e. wetlands, biofilters) and sanitation systems, including private toilets.

Overseeing the day-to-day activities of the community facilitators (4) and site engineers (3), the Construction Manager will have a technical focus, undertake a site superintendent role, and provide project management and implementation support to the Makassar Project Manager.

The Construction Manager will provide technical and programmatic advice, guidance and leadership for the build team, stakeholders and ensure the achievement of the set objectives by implementing a high quality project as laid out in the project documentation.

Key responsibilities:

1) Civil construction management and leadership (overview)

- Lead the management of construction activities across multiple sites including work planning, budgeting, production of tender documentation, contractor procurement and construction supervision
- Examine S Curve prepared by contractor(s) in each site, and total construction budget
- Undertake quality inspections and assess works in accordance with technical specifications, local standards and regulations
- Monitor environmental and social safeguards
- Ensure health and safety of all personnel onsite and compliance with OHS plans, including develop safety and security plans and ensure implementation by providing appropriate measures and tools.
- Safeguard quality assurance throughout the entire project, including the adherence and application to the donor standards
- Report back to Makassar and Melbourne based team members on the standard and progress of the contractor's work
- Lead in the documentation of construction activities and outputs in line with donor and government requirements
- Coordinate with Community Facilitators to communicate with the community about the progress in each site, and reporting of grievances in accordance with the Grievance Redress Mechanism

Detailed Duties

- Examine and provide recommendation on the contractor's facilities, to ensure that these facilities conform to the agreed contract documents;
- Assess and provide recommendation on the adequacy of materials, equipment and labors provided by the contractor, the contractor's methods of work, and rate of progress and, appropriate actions to the Project Team and Monash to ensure a timely completion of work and compliance with the agreed specifications;
- Conduct or commission independent testing of materials and construction works to verify the results of the contractor's own tests or to test materials not tested by the contractor;
- Examine and provide recommendations on all implementation plans and working drawings prepared by the contractor.
- Issue all necessary instructions to the contractor, examine the Works to ensure that these are carried out in accordance with the contract documents;
- Provide general guidance to the contractor as may be necessary to ensure that the Works are carried out in accordance with the schedule and within the terms of the contract;
- Inspect all working areas and installations during the execution of the Works, with particular attention to the health & safety of both the project personnel and the general public, and ensure that traffic management measures are properly implemented;
- Check the contractor's setting out of the works with particular regard to gravity pipeline slopes (in case of wastewater conveyance works) and waterproofing of the pressure sewer;
- Measure and compute completion/quantities of Works and materials (as applicable), which have been accepted and approved, and examine and certify the Engineer's payment requests;
- Provide monthly report on the progress of the Works, the contractor's performance, quality of work, and the contract's financial status and projections;
- Provide weekly updates on construction progress to the broader team in Makassar and Melbourne
- Ascertain and agree with the Project Team all work measurements and review, and recommend, claims for payment, and certify these to the Project Team in Melbourne as being correct and within the terms of the contract;
- Advise the Project Team on any detrimental environmental impacts of the Works and make recommendations to mitigate them;

- Review the following contractor's documents and recommend appropriate action, as necessary: periodic progress reports, quality-testing results, requests for variation, contractor's claims, and contractor's invoices;
- Carry out an inspection upon completion of each section of the Works, recommend any maintenance requirements during, and before the end of, the defect liability period;
- Ensure that "as-built" drawings are prepared for all works as construction progresses and that operation and maintenance manuals, including full technical specifications, are prepared for all equipment; and
- Produce final handover report on completion of the contract works

2) Coordinating with project team members and stakeholders

- Coordinate the timely flow of information between the project team (in both Makassar and Melbourne) and the contractor
- Consult with local and national authorities and oversee all submissions and inspections to fulfil planning requirements
- Coordinate a range of RISE activities across the various project sites

3) Other activities

- Supervise and train junior staff
- Support community engagement throughout the construction period
- Support to results-based monitoring and evaluation efforts

Key result areas:

1. Timely and cost-effective achievement of all project **activities and outputs**.
2. Effective technical advice and oversight, including quality and safety assurance.

Required qualifications and experience:

- 10 years' experience in civil works management
- Degree qualification in engineering/construction
- Strong technical and financial management ability
- Good personal organizational skills, including time management and ability to meet deadlines and work under pressure
- Experience collaborating with project teams, local and central government and relevant intuitions at both local and national level
- Familiarity with community-based development and participatory design processes an added advantage.
- Understand and follow the RISE safety covid-19 protocol, and be familiar with relevant rules and regulations on COVID safety from local and national authorities protocols
- Must be fluent in oral and written English
- Experience working with NGO is an advantage

How to apply

This is a Makassar based position with remuneration to suit experience offered.

Please send your cover letter and CV only not later than 14th July 2021 and quoting the job title on the subject line, email to: Fitriyanty.RISE@gmail.com