Build It International (BII Zambia Ltd)
JOB DESCRIPTION: CONSTRUCTION OPERATIONS MANAGER

Background: Build It International is an ambitious and growing NGO in Zambia that creates opportunities for young people and their communities through skills training, work experience and essential community building projects.

We have completed 50 building projects since 2006, including dozens of primary and secondary schools, health facilities and training centres. Projects are usually costed at USD100,000-USD200,000 and located in rural communities throughout the country. They all incorporate a training element, teaching young men and women construction skills whilst working on the new build. Many examples are listed on our website.

About the role:
We now have an exciting opportunity to join Build It International as Construction Operations Manager. This key role oversees all aspects of the delivery of our community construction programme following well-established procedures and policies. You will support and supervise project delivery through a team of site agents. The aim is to ensure works are completed on time, to budget and to a high standard.

In a typical year, we complete 3-4 projects. The key competence we require is the ability to oversee multiple projects at the same time.

The post is based in Zambia at our Centre for Excellence at 10 Miles on the Great North Road, Chibombo, with travel to project sites throughout Zambia.

Responsibilities:

Construction Programme Planning and Management
• Overall planning of annual building programme delivery
• Coordination of new building design briefs
• Responsible for development of resource plans for individual builds (our core project management tool)
• Responsible for the overall delivery of projects within budget
• Ensure implementation of Health and Safety and guidelines incl. COVID19
• Selection of contractors including management of tendering process
• Co-ordination with our Training into Work programme

Delivery of Projects
• Supervision to and support of Site Agents in managing projects covering: design, budgets, site set-up, project delivery schedule, contractor management, Health and Safety compliance, risk management.
• Working in close collaboration with the procurement team
• Delivery of short training sessions and learning events as part of site agent professional development
• Regular appraisals and performance objective setting for site agents
• Regular reporting including financial forecasting and risk managing
• Oversight of the development of the expanding Centre for Excellence facility including maintenance/grounds
Technical
• Co-ordinate the continuing development of Build It technical guidelines and sustainable building through our Technical Advisory Group (TAG)
• Ensure construction complies with Build It’s standard details book & other guidelines including local building regulations
• Ensure quality of construction is of high standard

Other Key Relationships
• Reporting to Country Director
• Training Programme Coordinator
• Technical professional service providers e.g. architects
• TAG advisory group (internal advisors)

Qualifications, Skills and Experience
• You will come from a construction background with at least 5 years of senior management experience in construction management
• Demonstrate strong building and people management skills
• A relevant professional qualification to at least Bachelor’s level for example; construction management, architect, civil engineer or similar
• Affinity with our mission, values and approach
• Experience in budgeting and project forecasting is essential
• Experience of overseeing multiple delivery programmes is highly desirable
• Experience of contract set up and management
• Risk management / Health and Safety experience in a similar setting
• Ability to communicate effectively orally and in writing
• Possess good leadership skills, as well as the ability to work as part of a team

Desirable Skills
• Current registration with professional body e.g. EIZ, ZIA
• Technical drawing competence an advantage (CAD)

We offer:
An attractive remuneration package, competitive in the Zambia construction market including medical insurance. Initially offered on a one-year basis, extendable by mutual agreement.

To Apply
To apply please send a max. one page cover letter clearly stating how you meet the requirements for the job and your motivations for applying together with a two-page summary CV. Please also complete the brief questionnaire available here. Do not send certificates at this stage.
Email applications to recruitment@builditinternational.org quoting ‘COM’ in the subject line.
Deadline date for applications: 1200 CAT on Monday 28th February 2022.