

Department: Programme Logistics

Responsible to: Programme Logistics Lead

Location: Malawi

Contract length: One Year

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

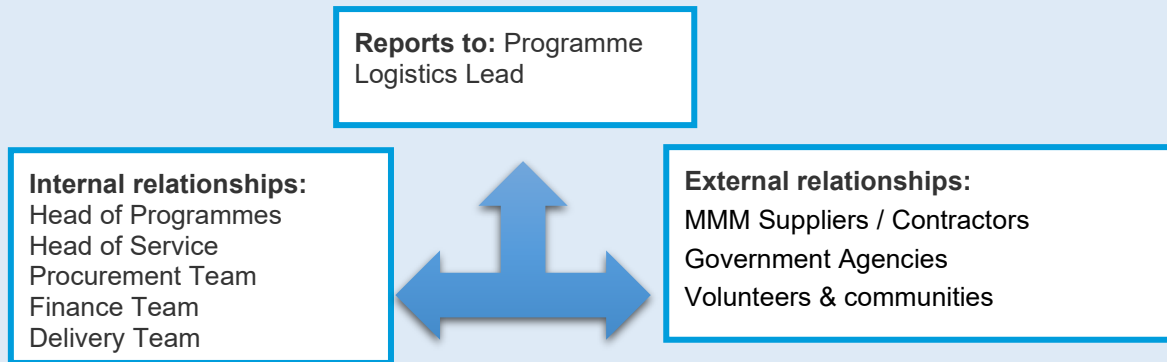
Job purpose

The Construction Supervisor will plan, organize, and control all elements of the construction project. They will directly oversee the construction of kitchens, brick stoves, and any other structures as required by Mary's Meals, through routine field visits and contract meetings. This role will work directly with contractors ensuring that construction projects are safe, that structures are built to Mary's Meals specifications meeting all building codes, and resolve construction related issues as they arise.

Key activities

- Act as the main technical adviser on a construction site for contractors and general workforce.
- Prepare designs for construction projects using CAD software.
- Check plans, drawings and quantities for accuracy of calculations.
- Ensure that all materials used, and work performed are as per specifications.
- Agree a price for materials and make cost-effective solutions and proposals for the intended project.
- Prepare Bill of Quantities for construction projects.
- Help create tender documents related to construction projects, and review contractor bids.
- Oversee the correct implementation of contract design documents supplied by Mary's Meals.
- Liaise with the local authority (where appropriate to the project) to ensure compliance with local and national construction regulations and by-laws.
- Conduct routine site visits, including supervising and monitoring the site labour force and the work of any subcontractors.
- Prepare reports as required including Contract Performance Reviews, Contractor Scoring, Issue Logs, Valuation Certificates, etc.
- Resolve any unexpected technical difficulties and other problems that may arise.
- Conduct and facilitate regular technical and progress meetings with different contractors.
- Prepare and distribute a description and timeline of construction projects and prepare detailed work plans for site visits.
- Maintain project integrity and reputation through safe, clean, and productive working environments by strictly enforcing Mary's Meals Health and Safety and Child Protection policies.
- Provide procedures, rules, and regulations to those involved in the construction project.
- Conduct trainings for communities so that finished projects are well looked after, after the project has been handed over to them.
- Support and oversee any construction or maintenance projects at MM properties including head and regional offices, and expatriate houses.
- Assist the contractor in working with communities to encourage them to provide free inputs, such as labour, to the construction process.
- Any other duty as assigned from time to time.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Diploma in construction and fundamental understanding of construction practices in Malawi	✓	
At least 5 years' experience in the construction industry managing building contracts	✓	
Ability to work in a team environment.	✓	
Willingness to travel widely in rural Malawi.	✓	
Experience of working for an NGO or international organisation.		✓
Possession of a valid driving licence and ability to drive a 4X4 motor vehicle	✓	
Excellent planning and communication skills	✓	
Experience using Microsoft word and excel for planning and preparing reports	✓	

Mary's Meals International manager competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values
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	<ul style="list-style-type: none"> • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

Declaration of acceptance

I have read this job description and accept it.

Employee name.....

Signed Date.....