VANCANCY

Assistant Civil Works Foreman for Civil Works in the Nyika National Park (NNP) and Vwaza Marsh Wildlife Reserve (VMWR), Malawi

1. Background
The Governments of Malawi and Zambia, through their Departments of National Parks and Wildlife, have received funds from the Government of the Federal Republic of Germany, through KfW, towards the development of the Malawi-Zambia Trans-frontier Conservation Area (TFCA). The overall goal of the TFCA Project is to promote sustainable management of shared natural resources and equitable access to and sustainable utilization of the resources for sustainable development. The objective of the Project is to support the improvement of ecosystem connectivity, efficient and sustainable use and management of shared natural resource for biodiversity conservation and socio-economic development in the Malawi – Zambia TFCA.

The two governments intend to apply part of the proceeds of the financial support from the KfW to hire two Assistant Works Foremen to oversee Civil and building works in the Nyika National Park (NNP), and Vwaza Marsh Wildlife Reserve (VMWR) in Malawi. The Project, therefore, seeks the services of eligible Assistant Works Foremen to undertake the assignment. The Works Foremen will work closely with and report to the Works Supervisor.

2. Scope of Work
In the course of this assignment, the Assistant Works Foremen are expected to assist the Works Supervisor to carry out functions in such a way as to achieve the objectives that TFCA is committed to and that are described in the Project Design Document. The Assistant Works Foremen, reporting to the Works Supervisor, will be expected to (but not limited to) assist in the preparation of various documents for procurement of contractors for rehabilitation/maintenance of roads, buildings and structures, and supervision of the works. The Assistant Works Foremen is expected to undertake, among others, the tasks outlined in the succeeding -sections.

3.0 TASKS OF THE ASSISTANT WORKS FOREMAN (BUILDINGS)

3.1. General tasks
The Assistant Works Foreman (Buildings) will be required, under the guidance of the Works Supervisor to monitor and supervise all building infrastructure activities such as the construction and maintenance of new and existing buildings. (S)he will also be required to assist in the preparation of specifications, and bills of quantities for small works under the guidance of the Works Supervisor. The Assistant Works Foreman will be trained in the preparation of work progress...
certificates and the issue of written variation orders so that there are no ambiguities or contractual grounds for delay by contractors.

The Assistant Works Foreman shall also be required to assist the Works Supervisor in delivering on the following aspects:

- monitoring progress, so that delays can be dealt with in accordance with the contract at an early stage;
- compliance with designs, specifications, and bills of quantities so that quality works are achieved as planned;
- co-ordinate site meetings; and
- issuance of timely advice with respect to work progress.

The Assistant Works Foreman will help the Works Supervisor to produce monthly reports on progress achieved. The reports will be submitted on 5th of the month following.

3.1.1 Specific tasks that will be carried out.

3.1.1.1 Renovation of Building Infrastructure for the Park

- The Assistant Works Foreman must be able to take charge of the contractors constructing the buildings required to be built.
- He will have to keep records of all materials drawn from the store and check that they are correctly built into the correct house.
- He will have to see that the quality of workmanship is correct and that materials are not wasted on site.
- He will have to help in setting up the temporary camp for the staff that have to be moved out of their houses and see that this flows smoothly.
- There will be many other small activities that he/she will have to take charge of as the work proceeds.

3.1.1.2 Construction of new Building Infrastructure for the Park

- The above applies equally to this section.

4.0 TASKS OF THE ASSISTANT WORKS FOREMAN (ROADs/CIVIL WORKS)

4.1 General tasks

The Assistant Works Foreman (Roads /Civil Works) will be required, under the guidance of the Works Supervisor to monitor and supervise all infrastructure activities such as the construction and maintenance of roads, crossings, airfields, on behalf of the TFCA and will report the Works Supervisor. (S)he will also be taught to prepare specifications, and bills of quantities for small works under the guidance of the Works Supervisor. The Assistant Works Foreman will be taught the preparation of work progress certificates, and how to issue written variation orders so that there are no ambiguities or contractual grounds for delay by contractors.

The Assistant Works Foreman shall also be required to assist the Works Supervisor in delivering on the following aspects:

- monitor progress, so that delays can be dealt with in accordance with the contract at an early stage.
- compliance with designs, specifications, and bills of quantities so that quality works are achieved as planned.
- coordinate site meetings; and
- issuance of timely advice with respect to work progress.
The Assistant Works Foreman will help the Works Supervisor to produce monthly reports on progress achieved. The reports will be submitted on 5th of the month following.

4.1.2 Specific tasks that will be carried out.

4.1.2.1 Roads, crossings, & airfields
He/she will assist the Works Supervisor in monitoring, providing advice, and overseeing the following:

- the work of the maintenance teams (in Nyika and Vwaza) working on roads, airfields or crossings, in addition to contracted roadworks.
- maintenance and repairs to bridges and other crossings being carried out by maintenance teams or by contractors.
- supervise rehabilitation of concrete signage for access, management, and tourism roads, in addition to major drainage structures; and
- develop in conjunction with the Works Supervisor, and with the assistance of the Park Managers, a maintenance schedule for all roads, airfields and crossings in Nyika and Vwaza.

5. Qualifications and Experience of the Assistant Works Foremen

- Individuals must have a minimum scholastic qualification of a Malawi School Certificate of Education (MSCE)
- Certificate in Concrete/Construction Technology from National Construction Industry Council (NCIC) or Ministry of Works Training Institution
- Individuals must be able to read plans drawn up by Consulting Engineers. And be able to set out the works from these.
- Individuals should be able to use an automatic level (Dumpy Level)
- A Certificate/Diploma in Civil Engineering would be preferable.
- Individuals must have expertise in civil engineering and road works, with a minimum of a 5 years’ experience with a reputable Civil Engineering Company at a senior supervisory level.

6. Application
Interested candidates should submit applications letters, Curriculum Vitae and copies of the relevant academic and professional certificates, indicating the “Application for the position of Assistant Works Forman” in the email subject or on the envelop, no later than 28th May 2020, to the address below.

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