

JOB TITLE:	Civil Engineer	REPORTS TO	Senior Manager Credit
DEPARTMENT	Credit	SUPERVISES	Nil
SCALE	UDBL 05	LOCATION	Head Office

SUBJECT	
JOB SUMMARY/ PURPOSE	The Civil Engineer will support the Credit, Investment units by carrying out construction Project Appraisal, Supervision and monitoring while observing strict adherence to the UDBL's credit risk appetite, Policies, and Procedures.
ACCOUNTABILITY STATEMENT	The Civil Engineer is accountable for the provision of quality verification services and overseeing the successful implementation of funded projects that have construction aspects throughout the project cycle to ensure Value for Money and project efficiency thereby contributing to the delivery of the Bank's purpose and High Impact Goals (HIGs).
PRINCIPLE DUTIES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Assess construction projects proposed by credit applicants to ensure that the project drawings, Bill of Quantities (BoQs) and proposed draw-down estimates are harmonized and appropriate. • Participate in project appraisal missions and assessments and prepare related reports to guide decision making. • Interface with Client Engineering Consultant(s) to validate and provide comfort on all aspects related to the design, cost estimation and implementation of proposed and funded projects. • Support Bank Clients to develop and create a project management calendar to monitor the fulfilment of each project milestone. The Job holder shall maintain the calendar and support in consideration on account of any project changes. • Supervise & undertake detailed project implementation and report on progress concerning quality, cost, and timely execution. • Where necessary, issue notification of poor-quality project execution. • Assess and where necessary issue early warning notices regarding possible cost and time overruns. • Advise the Credit Department on appropriate disbursement milestones for the funded construction projects. • Organize timely meetings with internal and external stakeholders to ensure that relevant parties have adequate information regarding project progress. • Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project. • Work in conjunction with the Clients and Engineering Consultant(s) in the assessment of project risks and issues and provide solutions where applicable.

SUBJECT	
	<ul style="list-style-type: none"> • Act as the focal point and subject matter expert for all construction-related matters, including liaison with engineers, agencies, government, donors, and partners. • Ensure that construction decisions are made with the highest level of integrity and in accordance to the professional and Bank's Policies & Procedures and Code of Conduct. • Train staff in policies, procedures and systems related to construction and rehabilitation activities. • Adhering to the UDB staff code of conduct to safeguard the Bank's image and reputation during the execution of assigned tasks. • Timely and accurate reporting to specific stakeholders as may be appropriate. • Performing any other related tasks assigned by the team leader/supervisor from time to time.
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in Civil Engineering, Construction Management, Quantity Surveying, or a related field is required. • Postgraduate qualification in Project Management, Business Administration or any other Business qualification is an added advantage.
EXPERIENCE	<ul style="list-style-type: none"> • 4 years of experience in managing construction projects is required.
COMPETENCES	<ul style="list-style-type: none"> • Ability to operate effectively across organizational boundaries and work as a team to meet strict timelines. • In-depth knowledge of the construction project management cycle. • In-depth knowledge of technical and legal requirements for construction activities. • In-depth knowledge of construction industry best practices and materials. • Skilled in managing the project cycle and liaising with multiple stakeholders. • Skilled in identifying potential risks and implementing actions to mitigate risk. • Excellent analytical skills with the ability to make sound decisions. • Highly skilled at using Microsoft Word, Excel and Outlook. • Excellent interpersonal and communication skills, with a good command of English. • Ability to meet tight deadlines. • Ability to maintain detailed records with high accuracy.
LEVEL OF AUTHORITY	Review all documentation around construction projects in line with project drawings, B.O.Qs and proposed draw-down estimates
RELATIONSHIPS	Internally: All UDB Departments & Staff.

SUBJECT	
	Externally: Key external stakeholders including customers and/or project promoters.

Note: This position holder will be required to make frequent travel to projects that might be located in remote areas with very basic living conditions.