

HELVETAS Swiss Intercooperation Nepal

Job Description

Job Title: Intern (Civil Engineer)

Project: Employment Fund- Skills for Reconstruction (EFS) / HELVETAS Swiss Intercooperation Nepal

Location: Employment Fund Secretariat (EFS), Kathmandu Office with Field Visit (30% in implementing districts)

Coach/Mentor: Rural Infrastructure Engineer (RIE)

Internship purpose: Provide professional work exposure on project to the fresh graduates by providing guided work opportunity from / with senior officers. Get hands-on skills on earthquake resilient construction; have exposure with real work environment; and relate the training and its linkages with real construction.

Learning Objectives:

- Good understanding of stone & brick masonry, confined masonry, reinforced masonry, timber & bamboo framing system, implementing National Building Code (NBC) for earthquake affected area.
- Good understanding of incorporating new construction technology and materials in constructing houses.
- Good understanding of preparing Bill of Quantity (B.O.Q) rate analysis, market assessment.
- Good understanding of related software like MS Office, Auto CAD, 3D, Database, Geographical Information System (GIS) literacy.

Duties and Responsibilities

- Ensure compliance of the HELVETAS Nepal's & EFS policies, guidelines, and Manuals (Personnel, Financial and Administrative and other applicable policies, guidelines and Manuals).
- Be proactive in visiting the skills training and construction sites together with Rural Infrastructure Engineer. Support respective officers in organizing the field visits.
- Be proactive in learning and performing the aforementioned tasks in close consultation with the coach/mentor at EFS.
- Get overall knowledge and skills of technical monitoring of skills for reconstruction program.
- Assist the coach/mentor during the construction period in technical matters (preparation of designs, calculations, Bill of Quantities).

- Assist the monitoring team to get all relevant data and photos related to construction work, location, trainees from the Clusters.
- Support respective officers in updating the database and providing information from the field in consultation with the coach/mentor at EFS.
- Provide updated data to the respective officers, as and when necessary for reporting purpose.
- Assist the EFS team in updating the record of available curricula of T&Es, TITI ongoing trainings, updating training schedules, writing reports.
- Attending to meetings going on in particular to reconstruction and especially from other INGO working in the field of reconstruction.
- Seek prior consent from coach/mentor on any commitment to the stakeholders.

Qualification and Competencies:

Minimum Qualification:

- Bachelor degree in Civil Engineering. No prior job experience required.

Required Competencies:

- Fresh graduate with keen learning attitude and sense of responsibility.
- Responsiveness and alertness-a self-starter.
- Reliable, careful, honest and sincere work attitude.
- Open and ready to take up any task for EFS.
- Sensitive to cultural diversity, gender and social inclusion.
- Good team player and effective communicator.
- Good in both English and Nepali with good Nepali typing skills.

Revision: This JD is subject to revision as and when need arises.

Proposed Stipend and Benefit: As per the rule and regulations of HELVETAS Swiss Intercooperation Nepal.

Duration: Till December 2016

Approved by: _____ **Date:** _____

Incumbent's Signature: _____ **Date:** _____

Coach/Mentor's Signature: _____ **Date:** _____